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OF THE AIR FORCE**



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This instruction implements AFD 11-4, Aviation Service, and Department of Defense (DoD) Directive 1340.4, Proficiency Flying Programs, July 17, 1972, with Change 1. It established procedures for managing Air Force flying resources and provides guidance that applies to administering aircrew flight management programs. It applies to all US Air Force flight managers, commanders of flying units, and aircrew personnel. Send comments and suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Major commands (MAJCOMs), field operating agencies (FOAs), HQ USAF direct reporting units (DRUs), and subordinate organizations may supplement this instruction. Supplements cannot be less restrictive than the basic publication. MAJCOMs, FOAs, and DRUs will coordinate their supplements to this instruction with HQ USAF/XOOT before publication and will forward one copy to HQ USAF/XOOT after publication; subordinate organizations will coordinate their supplements with parent organizations and will furnish one copy of their supplement to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974); DoD Directive 7730.57 (Aviation Career Incentive Act) and Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons). The Privacy Act System Number F011 AF XO A, Aviation Resource Management Systems (ARMS) covers required information. Ensure that all records created as a result of processes prescribed in

this publication are maintained in accordance with AFPD 37-1, *Information Management*, and AFMAN 37-123, *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)*, located at <https://webrims.amc.af.mil>.

(ANG) Air Force Instruction (AFI) 11-401, *Aviation Management*, 15 December 2004, is supplemented as follows. It applies to all ANG Units. Send comments and suggested improvements to this instruction on AF IMT 847, *Recommendation for Change of Publication*, through ANG, Operations Support Branch, (ANG/XOOS). Units may supplement this instruction. Supplements cannot be less restrictive than the basic publication or ANG supplement. Units will coordinate their supplement with and send one copy to ANG/XOOS.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-2. Updates MEGP guidance (paragraph 1.6.2.5.); adds ACM provisions (paragraph 1.6.2.6.); updates guidance pertaining to aircraft flight authorizations (paragraph 1.8.1.); adds reference to SECDEF moratorium on civilian visitors operating military equipment and associated Air Force policy (paragraph 1.9.4.7.2.); updates Table 1.1. to include added information on Public Affairs flight support in Note 15; revises guidance on individuals authorized to perform inflight duties in Air Force aircraft (paragraphs 1.10.1.1. and 1.10.1.2.); revises Table 2.5. and Table 2.6.; updates Table 2.10. and Table 2.12.; updates guidance pertaining to crediting of flight time (paragraphs 3.3.1.5.1., 3.3.1.5.1.1.) and primary time (paragraphs 3.4.1.6., 3.4.1.6.1.); clarifies eligibility for logging combat and combat support time (paragraph 3.4.6.2.1.); redefines night time (paragraph 3.5.1.); expands eligibility for logging time in other than military aircraft of less than 450 horsepower (paragraph 3.10.); updates *References* and *Terms* (Attachment 1); updates Standard Training Event Identifiers (Table A2.4.); revises tables pertaining to AF Forms 4327 and 4327a entries (Table A5.1., Table A5.2.); adds Attachment 6, Mission Requirement Letter; updates administrative guidance in various sections and corrects previous administrative and typographical errors. A (I) indicates a revision from the previous edition.

(ANG) This publication has been updated to reflect the administrative changes made to incorporate the changes made from the basic publication IC and to include ANG additional crew member (ACM) guidance, maintenance of flight records on aviators assigned to the National Capital Region.

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Chapter 1

RESPONSIBILITY AND OBLIGATIONS, FLIGHT AUTHORIZATIONS, AND FOREIGN MILITARY FLYING

Section 1A—Responsibilities and Obligations

1.1. Who Must Comply. The policies and requirements of this instruction apply to all personnel (both active and inactive aircrew members, operational support members and other authorized personnel) who fly onboard Air Force aircraft. In addition, it provides guidance on the Jump Record Folder (JRF), Aviation Service Codes (ASC), and flight authorization codes in [Table A2.3](#) for Air Force parachutists. Further guidance on parachutist policies and requirements can be found in AFI 11-410, *Personnel Parachute Operations*.

1.2. Responsibilities of HQ USAF/XOO. The Director of Operations and Training (HQ USAF/XOO) establishes and monitors the Air Force flying program as outlined in this instruction to ensure effective use of resources.

1.3. Responsibilities of MAJCOMs. MAJCOM commanders, through their staffs, must provide guidance, criteria, and supervision to their subordinate organizations to establish a system to carry out the requirements of this instruction and to meet training and operational needs of the US Air Force. They must prohibit any agency or unit from operating or maintaining an aircraft that does not have an established system program director. For example, aircraft procured through non-DoD resources will not be flown or operated by USAF units without MAJCOM approval.

1.3.1. Interfly Guidance. MAJCOMs will place interfly guidance (if applicable) in their aircraft-specific AFI 11-2MDS, Volume 3.

1.3.2. Ensure that no aircrew member is allowed to remain with a flying status code (FSC) of “S” ([Table 2.6](#)) (except Duty Not Involving Flying [DNIF] members) or ASC of “04” ([Table 2.5](#)) beyond 180 days without being disqualified for aviation service, returned to flying, or reassigned to non-flying, unless a valid waiver was requested by the member’s unit commander, with a valid reason for an extension, and approved by the MAJCOM/DO. Waivers beyond 365 days (total) must be submitted through AF/XOOT to AF/XOO for approval.

1.3.3. Ensure FSC “K” ([Table 2.6](#)) is used only for aircrew members assigned to an active Aircrew Position Indicator (API) not authorized to fly due to lack of resources (aircraft, flying hours, etc.). To ensure the requirement for active flying is still valid, each position occupied by the primary incumbent assigned FSC “K” must be revalidated by the MAJCOM/DO at the end of each fiscal year. Upon completion of the revalidation, a letter must be sent to the member’s Host Aviation Resource Management (HARM) office authorizing the continuance of the FSC “K.”

1.3.3.1. FSC “K” is not authorized when aircrew members double billeted due to PCS, PCA actions.

1.3.3.2. **(Added-ANG)** Once revalidated, the letter will be filed in accordance with (IAW) AFI 11-421. Use of FSC “K” will not be approved for long term periods or after completion of an MDS conversion.

1.4. Responsibilities of Subordinate Organizations.

1.4.1. Commanders are responsible for compliance with the minimum requirements of this instruction. Commanders will:

1.4.1.1. Issue orders and supervise all personnel assigned or attached to their command for flying duties.

1.4.1.2. Establish procedures to ensure all flights are reviewed for flight feasibility.

1.4.1.3. Ensure compliance with appropriate instructions, and adequate crew preparation for safe conduct of flight.

1.4.1.4. Verify aircrew members are qualified before being assigned to an aircrew position.

1.4.1.5. Notify the HARM office within 10 days of the beginning of any investigations that may affect an aircrew member's aviation service.

1.4.1.5. **(ANG)** Notification will be in writing.

1.4.1.6. Ensure aircrew members that have been disqualified for aviation service have the appropriate disqualification aeronautical order (AO) published, even if the member may have already separated or was dismissed from the Air Force.

1.4.1.7. Ensure aircrew members that have been assigned FSC "S" and ASC "04" do not exceed the 180-day limit, without obtaining approval from their MAJCOM/DO. If an extension is required, the commander will submit the request for an extension/waiver prior to the 180-day limit expiring. If a waiver of the 180-limit was previously approved IAW paragraph 1.3.2., the unit commander must obtain AF/XOO waiver approval prior to the member exceeding 365 days in this status. AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, provides applicable guidance for suspensions/disqualifications.

1.4.1.7.1. **(Added-ANG)** Squadron commanders will determine the individual's potential for continued aviation service and will take one of the following actions:

1.4.1.7.1.1. **(Added-ANG)** Immediately initiate retraining activities.

1.4.1.7.1.2. **(Added-ANG)** Conduct an AEB, FEB IAW AFI 11-402.

1.4.1.7.1.3. **(Added-ANG)** Reassign individual to a non-flying UMD position.

1.4.1.7.1.4. **(Added-ANG)** Separate or discharge.

1.4.1.7.1.5. **(Added-ANG)** Aircrew who occupy an active flying billet and who have passed their final gate (for OFDA and pay purposes) will continue to perform operational flying duties. Active flying cannot cease merely because a member has fulfilled his/her gate requirements. OG/CC's will ensure action as prescribed in Paragraph 1.4.1.7.1. **(Added)**, is taken should member exceed 90 days without flight activity and continues without flight activity past 180 days of inactivity unless waived by ANG/XO.

1.4.1.8. The OG/CC, deputy, or equivalent will send the servicing HARM office a letter of explanation when to assign FSC "K" and an information copy to the MAJCOM/DO. The HARM processes the AO, with explicit remarks and files the letter of notification permanently on the left side of the FRF. The OG/CC is required to submit a revalidation letter to the MAJCOM/DO no later

than 30 days after concluding the fiscal year. The HARM will file the MAJCOM/DO's revalidation letter permanently in the member's FRF upon receipt.

1.4.2. Commanders manage aircrew and parachutist members assigned to their unit and coordinate changes that affect aircrew members' flying and parachutist members' jump status with the HARM.

1.4.2.1. Commanders will manage rated and CEA aircrew positions IAW AFI 11-412, *Aircrew Management*.

1.4.2.1.1. Commanders must notify the HARM when staff or flight surgeon flying positions are double billeted and identify which aircrew member to assign inactive flying activity, FSC (J), within 30 days of assignment to the position, IAW [Table 2.1](#), Note 3. When excess aircrew members are identified, HARM offices will contact the applicable commander if notification is not provided. Unless AF/XOO approves authorization of excess crewmembers, the HARM will inactivate aeronautical orders for those flyers in excess of the unit authorization.

1.4.2.2. Commanders will manage non-rated aircrew and parachutist positions IAW AFI 11-402.

1.4.2.2.1. DELETED.

1.4.2.3. Commanders will ensure a process is in place for aircrew and parachutist members and/or unit orderly rooms to notify the base HARM office of all non-flying TDYs, projected PCS, RET, or SEP actions. This requirement can be met by having the flying or jump unit orderly room forward copies of all aircrew/parachutist members' TDY, PCS, RET, or SEP orders to the base HARM to process required AO or ARMS actions.

1.4.2.3.1. Commanders will establish procedures to ensure aircrew/parachutists pick up the FRF/JRF from the HARM office prior to outprocessing members from their unit for PCS assignments.

1.4.2.3.2. Commanders will establish procedures to ensure aircrew/parachutist members and/or unit orderly rooms notify the HARM office prior to a PCA action to another unit, so HARM office personnel can accomplish any necessary AO or ARMS actions.

1.5. Responsibilities of Aircrew Members and Parachutists.

1.5.1. Safely and effectively use available flying and parachute jump resources to obtain and maintain aircrew or parachutist qualification when assigned to active flying or jump billets. See AFI 11-402 for guidance pertaining to failure of members to attain/maintain aircrew or parachutist training requirements.

1.5.1.1. SARMS/TARMS must assign aircrew or parachutist training requirements in ARMS to all fliers/jumpers assigned to active billets.

1.5.2. Accomplish an annual flight or jump records review in the HARM office (except for geographically separated units [GSU]) to validate aviation/parachutist service actions and the record of flying or jump accomplishments during the previous year. HARMs may mail annual record review documents to a GSU for a member's review and certification. Member will complete the review and sign the INDIVIDUAL DATA SUMMARY (IDS) not later than the end of the member's birth month. (Does not apply to cadets, who do not have FRF/JRF requirements.)

1.5.2.1. Certification is acknowledgement by the member that the flying/jump data is correct. Information maintained in the FRF or JRF will not be changed without official source documenta-

tion. For example an AFTO Form 781 or AF Form 3520 for missing flights and sorties, AETC Form 240-5 for student hours, an AF Form 922 or AF Form 4323 for missing jumps, Military ID or re-enlistment paperwork for date of separation change and personnel data that did not interface to ARMS, etc. In the absence of source documents, the member may submit a DD Form 149 to the Air Force Board for Corrections to Military Records (AFBCMR) IAW Air Force Pamphlet 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFBCMR)*. HARMs must ensure all flying hour corrections (especially to career totals) are accounted for by a source document. A copy of the DD Form 149 or flying hour log book or letter (submitted under previous Air Force policy) must be filed on the left side of the FRF IAW AFI 11-421, *Aviation Resource Management*.

1.5.2.1.1. AF/XOOT is OPR for AFBCMR requests. AF/XOOT may contact HARM offices directly to obtain documents for review/validation, to expedite corrective action if an AFBCMR is received, or expedite corrective action to ARMS data received on the Consolidated Headquarters Aviation Resource Management (CHARM) report.

1.5.2.2. Inactive aircrew/jump personnel must accomplish a records review within 120 days prior to departure and not later than 120 days following their arrival at a new duty station. They are not required to accomplish annual reviews of their FRF/JRF.

1.5.2.3. Aircrew/jump personnel suspended or disqualified for aviation service (does not include DNIF) will accomplish a FRF/JRF review within 30 days. Geographically separated members will sign review and return to HARM office within five duty-days of receipt.

1.5.3. Ensure the HARM office maintaining their FRF or JRF is aware of an impending permanent change of station (PCS) move or temporary duty (TDY). The HARM office must be advised of the proposed departure date, date of last flight or jump before departure, and date the individual will pick up the FRF or JRF. Members must notify the HARM at least five days prior to departure, if applicable.

1.5.3.1. Notify the HARM of flying/jumping TDYs so aviation/parachutists and incentive pay actions can be managed properly during extended TDYs. If assigned to a unit with a Squadron Aviation Resource Management (SARM) or Tenant Aviation Resource Management (TARM) office, the SARM/TARM will establish notification procedures to the HARM via a memorandum to help the HARM manage aviation/parachutist or flight/jump pay issues while the member is TDY.

1.5.3.2. Validate flights or jumps accomplished before departing PCS and sign ARMS generated PCS IDS.

1.5.3.3. Notify the HARM office of any permanent change of assignment (PCA), to include pending PCA moves. The SARM/TARM will establish procedures to notify the HARM of PCA moves for assigned aircrew/parachutist members. Provide gaining unit, effective date of assignment, and position number. The HARM office must be advised if the position will require flying or jumping that will require an update to the Aviation Resource Management System (ARMS) and the publication of any necessary AOs.

1.5.4. Pick up the Flight Evaluation Folder (FEF), Flying History Report (FHR), FRF or JRF before departing for PCS or flying/jumping TDY (ref. para 3.1.4.1.). Members must ensure they have a current copy of AO, IDS, ARMS training summary, and AF Form 142, **Aviation Service Audit Worksheet**, prior to departure on a jump/flying TDY. Members initiating parachutist status, scheduled to

attend jump school, must give the HARM office a copy of their TDY orders at least 5 work-days prior to TDY, to allow processing of the initial AO authorizing jump status.

1.5.5. Turn in the FRF or JRF to the proper HARM office (or notify the HARM office that the record was mailed) within 10 duty-days after arriving at a new duty station (includes flying TDY). FRF/JRF must be reviewed by the member within 30 days after arrival at a new permanent duty station. Inactive aircrew members must also turn in the FRF and Flight Evaluation Folder (FEF) within 10 duty days. If a member does not turn in the FRF within the 10 workday limit, aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), or hazardous duty incentive pay (HDIP) will be suspended (via a Military Pay Order [MPO]) until receipt of the FRF for validation of qualification. HARMs will consider mailed records as “turned in” and will not suspend incentive pay on these members. HARMs will make every effort to contact the member prior to stopping incentive pay. HARMs will ensure FRF/JRFs are inprocessed to the ARMS database NLT 10 days after receipt of the records.

1.5.5.1. Fliers assigned to an inactive API code/duty position (after an active flying assignment) will turn in their FEF to the HARM office within five duty days of assignment to an inactive API code/flying position (i.e. API-6 flyer is placed in an API-3 position, etc.). The HARM office will file the FEF inside the member's FRF. If the member returns to active flying status, forward the FEF to the member's flying unit.

1.5.6. Turn in medical records to the flight surgeon's office within 10 duty-days after arriving at new duty station and complete initial clearance prior to first flight or jump.

1.5.7. Maintain physical examination currency by completing a preventive health assessment annually not later than the last day of, but not earlier than five months prior to, the member's birth month.

1.5.8. Members will sign out their AF Form 702, **Individual Physiological Training Record** (original), and AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty** (copy) from the HARM office prior to attending physiological/centrifuge training. Upon completion of training, return forms to the HARM office within 5 duty days after arrival at home station.

1.5.9. Provide the SARM office a copy of TDY orders at least 5 days prior to departure (when possible).

1.5.9.1. Squadron Aviation Resource Management, Tenant Aviation Resource Management offices, or flight medicine elements will establish procedures to notify HARM offices for aircrew/parachutists members assigned to their units to validate deployments to support flying operations and non-fly/jump TDYs (in lieu of sending TDY orders). The HARM office will use the TDY notification to ensure no flight/jump credit is authorized for non-flying/jumping TDY assignments (including Air Force Educational Leave of Absence, other academic classes, and other non-fly/jump TDYs) and to note that a member may have flight time pending turn in which may affect pay entitlements.

1.5.9.2. Inactive aircrew members will notify the HARM office at least 10 days prior to departing on an authorized flying TDY (includes requalification courses).

1.5.9.3. HARMs/SARMs will establish procedures to validate flights/jumps performed during non-flying-jumping TDY are not counted toward ACIP, CEFIP, or HDIP flight/jump requirements.

1.5.10. When permanently changing station or unit of assignment, ensure sign-out from unit/base does not negatively affect OFDA credit. Aircrew members permanently changing station or unit of

assignment require 15 days or more on active flying status for that month for valid AOs and to receive credit towards OFDA totals.

1.5.10.1. Aircrew members assigned to an active flying billet who are being reassigned to an inactive billet should make every effort to outprocess their unit/base after the 15th of the month to provide an opportunity to obtain the last month of OFDA credit (if flight requirements are also met).

1.5.10.2. Aircrew members assigned to an inactive billet who are being reassigned to an active billet should outprocess their unit/base before the 15th of the month to provide an opportunity to obtain OFDA credit for the first month of assignment (if flight requirements are also met).

1.6. Flying Obligations.

1.6.1. **During Time of War.** Commanders (including unit commanders) may order Air Force members on active duty to make flights in any aircraft. They are not entitled to incentive pay unless placed on active AOs that require them to perform specific in-flight duties on a frequent and regular basis (to include aircraft AOs) as defined in this instruction. Members are not entitled to such pay if the pay is suspended by the President according to Title 37 U.S.C. 301(d) or 301a(c). They are entitled to flight credit IAW paragraph 3.3. of this instruction based on the commander's tasking.

1.6.1.1. Members qualified on the aircraft in which they are tasked to perform in-flight duties log the aircrew certification code IAW Table A2.3. of this instruction and flying hours associated with duties performed.

1.6.1.2. Members not qualified on the aircraft in which they are tasked to perform in-flight duties log "O" or "X" aircrew certification code (first character) and other time. If member obtains qualification while deployed, and aircraft AOs are not processed prior to the flight, the flying unit commander may issue a verbal order IAW paragraph A3.3.1.2. of this instruction.

1.6.2. **In Time of Peace.** Commanders (including unit commanders) may order Air Force members on active duty to make official flights when in the best interest of the Air Force. They are not entitled to incentive pay for Operational Flying Duty Accumulator (OFDA) credit unless they are rated, CEA, or nonrated aircrew members on AOs and assigned an active ASC that requires them to perform specific inflight duties on a frequent and regular basis, (e.g., flying a minimum of four hours per month for an active duty nonrated aircrew member or two hours per month for an ARC nonrated aircrew member).

1.6.2.1. Military aircrew members who are properly qualified, meet the criteria of this instruction and AFI 11-402 for initiating aviation service, and are directed to perform specific inflight duties on a frequent and regular basis, will be placed on AOs and a flight authorization.

1.6.2.1.1. Members not listed in an AFI 65-503 crew complement, who are not obtaining or maintaining aircraft qualification, and who do not have current aircraft AOs, may be authorized to fly IAW paragraph 3.3. of this instruction when required for the mission. Written authorization for flight duty must be provided to the HARM office.

1.6.2.1.1.1. If the member obtains qualification in the aircraft while TDY, and aircraft AOs cannot be processed prior to the flight, the flying unit commander or flying unit flight authorization authenticating official may issue a verbal order IAW paragraph A3.3.1.2. of this instruction, authorizing the flight. The member will log the appropriate aircrew certi-

fication code (first character) and primary, secondary, or appropriate time applicable to the inflight duty performed.

1.6.2.1.1.2. If the member does not obtain qualification in the aircraft, the member may log "O" or "X" aircrew certification code (first character) and other time only.

1.6.2.2. Members who are properly qualified and directed to perform specific inflight non-interference duties will be placed on AOs and the flight authorization but will not be placed on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**. Refer to paragraph [2.12.4](#) for additional guidance.

1.6.2.3. Military members not on AOs, and not required to perform duties or obtain and maintain qualification in the aircraft, must fly in passenger status, will be placed on a passenger manifest, and must fly on commercial or military aircraft with adequate facilities for transporting passengers. Refer to paragraphs [1.9.4.7.1](#), [2.12.5](#), and applicable MDS-Specific guidance for further passenger guidance/restrictions.

1.6.2.4. Commanders (including unit commanders) may detail (by written orders) personnel under their command to take part in aircraft flights operated by any foreign government accredited by the United States, provided the flights do not add additional expense to the US Government, and provided personnel are on AOs that require them to take part in frequent and regular flights.

1.6.2.5. Military members not authorized AOs (as specified above) tasked to perform unique ground support duties directly related and essential to the particular aircraft or mission being flown, e.g., a maintenance specialist required to perform routine maintenance or a security team required to guard the aircraft at enroute or destination stops, may fly as Mission Essential Ground Personnel (MEGP) as defined by MAJCOMs in MAJCOM supplements to this instruction. See paragraphs [1.8.4.2](#) and [1.12.2.2](#) for additional guidance.

1.6.2.5.1. The OG/CC (or equivalent) with operational control of the mission being flown authorizes MEGP status. MEGP may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R. **EXCEPTION:** Under exceptional conditions (e.g. national emergency, severe weather, earthquake, flood) MEGP may be flown on non-passenger carrying aircraft if their duties are essential to the maintenance of the aircraft at the recovery base. All steps should be taken to pre-deploy these personnel via other means of transportation, if adequate time permits.

1.6.2.5.1. **(ANG)** Mission Essential Ground Personnel (MEGP) are defined as personnel eligible to perform unique duties directly associated with and essential to a particular aircraft, aircrew or mission. All MEGPs require valid travel orders with MEGP status identified. The OG/CC may approve MEGP status for personnel on their unit aircraft. MEGP status will be strictly controlled. Civilian government employees or civilian contractors will only be authorized MEGP status if either employment or company contract with the ANG verifies requirement for ANG to provide airlift. Aircraft commanders will ensure that MEGP personnel comply with anti-hijacking and security requirements.

1.6.2.6. MAJCOMs may designate aircrew members to travel in Additional Crewmember (ACM) status. ACMs will be defined by MAJCOMs in MAJCOM supplements to this instruction. See paragraphs [1.8.4.2](#) and [1.12.2.2](#) for additional guidance.

1.6.2.6.1. The OG/CC (or equivalent) with operational control of the mission being flown grants ACM status. ACM may only fly on aircraft capable of carrying passengers IAW provisions of DoD 4515.13-R.

1.6.2.6.1. **(ANG)** Additional Crew Member (ACM) is a travel status. Qualified MDS specific crewmembers may travel aboard mobility aircraft as ACMs to accomplish pre-(de)positioning in support of mobility operations. All ACMs require valid travel orders and/or flight authorizations. The OG/CC may authorize ACM status for their mobility aircrews. Requests should include name, rank, aircrew qualification, organization, reason for travel, proposed itinerary and dates, and a statement of compliance with Foreign Clearance Guide procedures applicable to the area of travel. ACMs are not entitled to log flying time. Crewmembers will not travel on ACM status while on leave status.

1.7. Waiver.

1.7.1. For Combat Missions or National Emergencies. MAJCOM commanders may waive any requirements of this instruction when necessary to carry out combat missions or to accomplish missions flown during a state of national emergency. Provide notification to AF/XO with copy to AF/XOOT.

1.7.2. At Other Times. Unless otherwise specified in this instruction, HQ USAF/XOO is the waiver authority for this instruction. Request waivers through applicable channels to MAJCOM/DO, or equivalent level. MAJCOM/DOs will forward request in message or memo format to HQ USAF/XOO, with courtesy copy to HQ USAF/XOOT. Waivers to supplemental guidance will be handled by the MAJCOM agency that generated the supplement.

1.7.3. Administrative Procedures. MAJCOMs may publish HQ USAF waivers in supplements citing the authority (e.g., HQ USAF/XOO memo, date, subject).

Section 1B—Flight Authorization

1.8. Aircraft Flight Authorizations.

1.8.1. Prior to all flights in Air Force aircraft, commanders (including unit commanders) issue written authorizations documenting all crewmembers required to perform inflight duties on the mission. Units will use AF Form 4327, **ARMS Fighter Flight Authorization**, or AF Form 4327a, **Crew Flight Authorization**, as applicable to the unit aircraft. A commander's (including unit commanders) verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Written confirmation of this order must be issued within three duty-days. Once a Flight Authorization (FA) has been signed, changes must be validated by a designated approving authority by placing the approving authority's initials by the line changed. The commander with operational control of the mission is responsible for the publication/maintenance/retention of the aircraft FAs for each mission flown by the aircraft. Only commissioned officers are authorized to be authenticating officials for Flight Authorizations.

EXCEPTION: Aeromedical (AE) and Pararescue (PJ) unit commanders with aircrew members may accomplish a FA for assigned aircrew members that are required to perform aircrew duties on the mission. Commanders must ensure all members listed meet go-no-go criteria prior to authenticating the FA. The FA is not a stand alone document and must be attached to the aircraft FA for the mission on

which aircrew members were required to perform in-flight duties. If the AE or PJ crew is scheduled to perform aircrew duties on more than one mission, a remark will be placed on the FA to depict variations. As a minimum, the information in blocks 11 through 18 must be documented on the flight authorization. In the Remarks section of the aircraft FA, annotate the AE/pararescue FA number, date, and unit designation. The FA is a critical document used to validate aircrew member's duties/flight time logged on the AFTO Form 781.

1.8.1. **(ANG)** Units will use the AF IMT 4327A, *Crew Flight (FA) Authorization*, for multi-crew-member flights and fighter aircraft flights outside the local area. Local area fighter flights will be documented on the AF IMT 4327, *ARMS Fighter Flight Authorization (FA)*.

1.8.1.1. Validation of go-no-go qualification must be accomplished IAW AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, prior to authorizing members to participate in aircrew or operational support duties. Once a FA has been published, the pilot in command is responsible for validating go-no-go status for additional aircrew or operational support members prior to authorizing them to fly and adding or attaching them to the flight authorization. Validation may include ARMS products IAW AFI 11-421 (or comparable database for USAFA airmanship programs), a flight authorization from an AE or Pararescue unit commander (or designated representative), or a letter from the member's unit validating the individual's qualification to fly on required missions.

NOTE: When preparing flight authorizations for flying on future dates, the 1C0X2 or designated representative (responsible for go-no-go validation) must confirm the member's aeronautical order status, currency (to include flight physical and physiological training), and qualification will remain valid through those future dates. Once the FA is published, if the pilot in command is not available, the FA authenticating official may validate go-no-go status.

1.8.1.1.1. **(Added-ANG)** Validation of go-no-go will also include:

1.8.1.1.1.1. **(Added-ANG)** Ensure that individuals flying unit aircraft are in an approved pay status while performing in-flight duties, i.e., active duty, inactive duty or air technician.

1.8.1.1.1.2. **(Added-ANG)** Ensure that individuals flying unit aircraft are authorized to fly and if not current they fly with an instructor to regain currency in the weapons system being flown.

1.8.1.1.2. **(Added-ANG)** Units can pen and ink and initial orders if there are any crewmember changes. Unit commanders will not authorize any crewmember to be on the flight authorization who is on leave, or who will enplane or deplane en route for leave purposes. No one in leave status can log flying time, perform aircrew duties, or travel in MEGP status on ANG aircraft. Flight authorizations for commanders, ops officers, and Stan/Eval aircrew may be valid for more than one mission. Units may issue a single flight authorization for a series of flights (Coronets, Operational Readiness Inspections, etc.) as long as there are no crewmember changes.

1.8.2. Once a flight authorization has been signed and a mission is later canceled, line through the canceled portion(s) of the flight authorization and annotate the reason for cancellation (e.g. weather or maintenance cancel).

1.8.2.1. A designated pilot-in-command, or formation flight leader of each flight or flight element.

1.8.2.2. Name, grade, and flight authorization duty code ([Table A2.3.](#)) of each crewmember, operational support flyer, or any other official personnel (use the position designation established by the MAJCOM) required for the mission or flight.

1.8.2.3. Type, serial number, and call sign of aircraft or formation and mission symbol.

1.8.2.4. Place from which the flight will depart plus "on-or-about" departure date.

1.8.2.5. An itinerary and the phrase "Variations in itinerary authorized."

1.8.2.6. Provisions of AFI 65-103, *Temporary Duty Orders*, apply to temporary duty performed incidental to authorized flights. Include a statement to this effect on the flight authorization.

1.8.2.7. **(Added-ANG)** Fighter units will ensure that only pilots who are current and qualified for unsupervised flights in a particular aircraft will be placed in command of the aircraft or flight. In dual controlled aircraft, the pilot in command will be indicated by an "A" code on the flight authorization form. Flight leads will be annotated by a single plus (+), and deputy flight leads by a double plus (++). Eligible pilots may alternate command responsibility on multiple flights or as the pilot in command for single seat aircraft.

1.8.2.8. **(Added-ANG)** For missions that authorize two complete crews, an aircraft commander will be in command of each crew. Designate one as the operating crew and the other as the dead-head crew for specific route segments or to the mission turnaround point.

1.8.2.9. **(Added-ANG)** The following statement must be on the authorization form: "Personnel in Title 10 status are subject to provision of the Uniform Code of Military Justice while performing this duty and those personnel in Title 32 status are subject to the applicable State's Military Code."

1.8.3. The flight authorization must include (minimum requirements):

1.8.3.1. A designated pilot-in-command, or formation flight leader of each flight or flight element.

1.8.3.2. Name, grade, and flight authorization duty code ([Table A2.3.](#)) of each crewmember, operational support flier, or any other official personnel (use the position designation established by the MAJCOM) required for the mission or flight.

1.8.3.3. Type, serial number, and call sign of aircraft or formation and mission symbol.

1.8.3.4. Place from which the flight will depart plus "on-or-about" departure date.

1.8.3.5. An itinerary and the phrase "Variations in itinerary authorized."

1.8.3.6. Provisions of AFI 65-103, *Temporary Duty Orders*, apply to temporary duty performed incidental to authorized flights. Include a statement to this effect on the flight authorization.

1.8.4. Flight authorizations will only include personnel on AOs (or contract aircrew personnel on a memorandum of agreement/contract) authorized to perform in-flight duties for that mission according to paragraphs [1.10.](#) and [3.3.](#) of this instruction. Except for non-interference members, individuals on the flight authorization should match those authorized to log time on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Extract**.

1.8.4.1. Personnel who are on the aircraft for point-to-point travel, an orientation/familiarization flight or to only perform a proficiency jump (not performing aircrew duties for that mission) will be listed on the passenger manifest. For fighter-type aircraft, when a passenger manifest is not prepared, list individuals in the Remarks section of the Flight Authorization.

1.8.4.2. If ACMs or MEGPs are transported, IAW MAJCOM supplements, they may be listed on the flight authorization in the Remarks section (only). ACMs or MEGPs will not be listed on the AFTO Form 781, will not log time, and will not accrue OFDA credit.

1.9. Authorization for Using US Air Force Aircraft.

1.9.1. Commanders (including unit commanders) authorize aircraft flights to support command operations.

1.9.2. Commanders (including unit commanders) must ensure each flight is in the direct interest of government business and does not exceed flying hour allocations without specific approval. Commanders (including unit commanders) must **not** authorize flights for personal convenience or recreation.

1.9.3. The transportation of passengers and cargo will be in accordance with DoD 4515.13-R, *Air Transportation Eligibility*. The Deputy Chief of Staff/Installations and Logistics, Director of Transportation, Headquarters U.S. Air Force (HQ USAF/ILG), develops and publishes passenger policy to oversee passenger movement. AFI 24-101, *Passenger Movement*, provides guidance and procedures for arranging official transportation of Air Force personnel. Orientation flights may be approved as provided in DoD 4515.13-R and this instruction.

1.9.4. Commanders (including unit commanders) may use Air Force aircraft under their control to:

1.9.4.1. Perform tactical and combat operations.

1.9.4.2. Train aircrew personnel and evaluate aircrew performance.

1.9.4.3. Allow aircrews to meet the flying requirements of this instruction.

1.9.4.4. Further national health or safety interests, to include saving of human life if a medical officer indicates the situation involves possible loss of life, limb, or sight (DoD 4515.13-R).

1.9.4.5. Cooperate with foreign governments as directed by HQ USAF.

1.9.4.6. Perform other official missions as required.

1.9.4.7. Conduct the Air Force Orientation Flight and Public Affairs Travel Programs according to DoD 4515.13-R; AFI 35-101, *Public Affairs Policies and Procedures*; AFI 48-123, *Medical Examinations and Standards*, this instruction, and MAJCOM guidelines. **Table 1.1.** is a matrix of approval authorities for orientation/public affairs flights.

1.9.4.7.1. The USAF conducts orientation flights to reward and motivate individuals (incentive orientation flights only), ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF.

1.9.4.7.1.1. Incentive Flights. Provide a visible reward to military personnel for outstanding service and motivate others to similar performance levels.

1.9.4.7.1.2. Distinguished Visitor (DV) Flights. Display USAF weapons systems to individuals so they gain a better understanding of the particular aircraft and mission.

1.9.4.7.1.3. Familiarization Flights. Familiarize individuals who normally have aviation-related responsibilities with USAF aircraft and missions.

1.9.4.7.1.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military member's role and contribution to the Air Force mission. Spouse orientation flights will be limited to retention and recruitment of critical skills and will not be expanded to an all-skills, service-wide program. Spouse orientation flights must adhere to the following guidance:

1.9.4.7.1.4.1. Will be provided within approved flying hour programs.

1.9.4.7.1.4.2. Will not use aircraft requiring routine oxygen breathing equipment, or equipped with ejection seats, or have automatic escape devices requiring special training.

1.9.4.7.1.4.3. Are prohibited from conducting simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, airdrop missions, and other maneuvers/profiles listed in MDS-specific publications as prohibited with passengers on board.

1.9.4.7.1.4.4. Will have a qualified pilot or copilot occupying the seat throughout the flight. Under no circumstances will a spouse be given control of the aircraft. The aircraft commander will brief this restriction prior to each mission.

1.9.4.7.1.4.5. Units with fighter, bomber, and two-seat trainer aircraft may establish an aircraft spouse taxi-ride program. MAJCOM/DO will provide oversight of MAJCOM programs.

1.9.4.7.1.5. Public Affairs Flights. The Air Force conducts Public Affairs flights for prominent US citizens, civic leaders, news media representatives, etc. See DoD 4515.13-R and AFI 35-101 for additional guidance. As a consolidated reference, **Table 1.1.** contains approval authorities for various categories of Public Affairs flights; however, readers should refer to AFI 35-101 as the source document for Public Affairs travel and public affairs flight guidance.

1.9.4.7.2. MAJCOMs, ANG, FOAs, and DRUs will administer this program according to DoD 4515.13-R and the above guidelines. Secretary of Defense moratorium, "Civilian Visitors Operating Military Equipment" (22 Feb 01), and CSAF memorandum, "Air Force Policy on Civilian Visitors Operating Military Equipment" (20 Jul 01), apply. For approval authorities in **Table 1.1.**, ANG will use equivalent positions, as appropriate.

1.9.4.7.2.1. Maintain appropriate documentation on activity levels and periodically evaluate the program effectiveness.

1.9.4.7.2.2. Units requesting orientation flight support from other MAJCOMs will submit a request through their MAJCOM/DO to the supporting MAJCOM/DO for staffing and approval.

Table 1.1. Orientation/Public Affairs Flight Approval Authorities (by Type of Flight) (Note 1).

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
1	Distinguished Visitor (DV)	Members of the Congress or their staffs (Note 2)	SECAF via SAF/LL
2	Orientation flight	Federal and equivalent foreign government officials (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
3	Familiarization orientation flight	US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (Notes 3, 5)
4		Foreign nationals working for the DoD, when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10.) (Note 6)	
5		Foreign civilians (Notes 6, 14)	HQ USAF/CV (Note 18)
6		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
7		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (Note 6)	HQ USAF/XOO
8		Foreign military (Colonel [equivalent] and below or civilian equivalents) (Note 6)	MAJCOM/FOA/DRU/CC (Notes 3, 4) (may be delegated to NAF/CC and Center/CC)
9		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, Chapter 2.) (Notes 6a, 7) (Note 1 N/A)	MAJCOM/CC (Note 3)
10		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, Chapter 2, and AFI 11-401, Chapter 1.) (Note 6a) (note 1 N/A)	Applicable Training Unit Commander
11		Foreign military not listed above. (Ref. AFI 11-401, Chapter 1.) (Note 6)	HQ USAF/XOO

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
12		US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10.) (Note 8)	MAJCOM/CC (Notes 3, 4)
13		Active-duty and Reserve Component military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (Notes 3, 9, 16, 20) (may be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (Notes 10, 19)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4.)	
17		Civilian employees of DoD contractors (Note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members (Note 1 N/A)	WG/CC or equivalent level (determines line of duty status)
21	Point-to-point flights	Applies to Public Affairs travel only. Point-to-point orientation flights are not authorized (Ref, DoD 4515.13-R, Chapters 3, 4).	MAJCOM/CC (Notes 3, 4, 5); SECAF for Line 1
22	Public Affairs flights	Community relations: US Civic leaders (Note 14); Youth in Congressionally-sanctioned DoD-approved Youth Programs (Notes 15, 16); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (Note 15). (Note 17)	Local flight (Note 12) WG/FOA/DRU/CC
23	Public Affairs flights		Non-local flight (Note 13) MAJCOM/CC (Notes 3, 4, 5)
24	Media travel/ orientation flight	News media	See AFI 35-101

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
25	Exceptions to policy/All other orientation flights	Not listed above	HQ USAF/CV (Note 18)

NOTES:

1. "Orientation flights" are defined as continuous flights performed within the local flying area and terminating at the point of origin (DoD 4515.13-R, Chapter 4). "Note 1 N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring members of Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD[LA]). (Ref. DSD Memo, 23 Dec 1996.)
3. When aircraft are "chopped" or assigned to a gaining Combatant Commander, approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. The USAFA Superintendent is the approval authority for USAFA aircraft flights.
5. Inform AF/CC/XO/XOO, if approved.
6. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Foreign government officials are equivalent to US Federal government officials and do not include local government officials such as mayors, police chiefs, and other local officials who do not represent a foreign government at the national level. Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents ."
 - a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*.
 - b. Coordinate with the country director in the appropriate SAF/IA regional division (three-letter level), before approval, to ensure no political concerns that would prevent the flight.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. 34 TRW/CC is approval authority for USAFA.

10. For foreign students enrolled in USAF Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract.
12. For public affairs flight purposes, a local flight is a continuous flight originating and ending at the same location aboard aircraft assigned to that location. For aircraft permanently assigned to one location, but temporarily deployed to another location, the commander with operational control of the aircraft at the deployed location may approve local orientation flights at the deployed location, IAW the provisions of this AFI and this Table.
13. For public affairs flight purposes, a non-local flight is a flight from one location to another (point-to-point flight).
14. Foreign citizens are not included in DoD 4515.13-R as passengers eligible for orientation flights. "Civic leaders" applies to U.S. civic leaders. See line 25. AF/CV approval is required. (Note 6 applies to flights involving foreign nationals.)
15. For youth in Congressionally sanctioned, DoD-approved Youth Programs, program participants may take part in no more than one orientation flight (Ref DoD 4515.13-R, Chapter 4). Parental and/or guardian permission is required and the flight must be approved by SAF/PA. Specific Public Law guidance applies, including Title 10 United States Code (USC), Section 2012, and Title 32 USC, Section 508.
16. Passengers on orientation flights under 18 years of age require parental approval in writing.
17. Travel, which is designed to improve relations, increase good will, or serve humanitarian purposes, does not meet the criteria.
18. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10, and AFI 24-101. **NOTE:** Exception to policy authority delegated from CSAF to AF/CV IAW AFI 24-101.
19. Cadets and midshipmen are authorized orientation flights while on leave status.
20. Aircrew members in suspended (ASC 04) or DNIF status are not authorized familiarization/orientation or incentive flights without an approved waiver from HQ USAF/XOOT.

1.9.4.8. **(Added-ANG) Attachment 9 (Added)** contains ANG orientation flight approval procedures. All candidates must be in one of the categories listed in **Attachment 9 (Added)** of this instruction to be considered for approval. For individuals not addressed in categories included in **Attachment 9 (Added)**, submit full justification and flight details in a written request to ANG/XO for consideration (**Attachment 10 (Added)**). Individuals participating in orientation flights will

first have a doctor's review IAW AFI 48-123. Additionally, individual qualifications will be IAW applicable MDS training publications.

1.10. Authorization to Perform Inflight Duties in Air Force Aircraft.

1.10.1. A person may not perform duties in Air Force aircraft unless specifically authorized, physically qualified (member cannot be in DNIF status--commanders will not authorize any aircrew member in DNIF status to be placed on the flight authorization to perform aircrew duties), and current in physiological training (if applicable or on an approved waiver). IAW AFI 11-202, Vol 1, *Aircrew Training*, individuals will not be scheduled to fly when they are delinquent in physiological training (when required IAW AFI 11-403, *Aerospace Physiological Training Program*). Unit commanders must restrict individuals from performing inflight duties in the unit assigned aircraft when such performance may adversely impact safety, morale, or mission accomplishment. Commanders (including unit commanders) may authorize the following to perform aircrew (as part of the authorized crew complement IAW AFI 65-503, *U.S. Air Force Cost and Planning Factors*, or required for the mission according to paragraph 3.3. of this instruction) and operational support duties on board Air Force aircraft:

1.10.1.1. Qualified members of US military services who hold a current aeronautical rating or aeronautical badge, are on active AOs (including aircraft AOs) to take part in frequent and regular flights, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Aircrew members will perform duty associated with their current aeronautical rating and aircrew qualification. Flying solely for the purpose of qualifying for incentive pay or Operational Flying Duty Accumulator (OFDA) credit is not authorized. Documentation for those individuals not in the crew complement or not on aircraft AOs for the specific aircraft must be on file in the member's FRF IAW paragraph 3.3. prior to authorizing such duties. The SARM/TARM office will keep a copy of member's military service current AOs, including aircraft AOs, on file.

1.10.1.2. Qualified non-rated officers and enlisted personnel of US military services who are on AOs (including aircraft AOs), are required to perform mission essential inflight duties on a full time basis, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Aircrew members will perform duty associated with their current aircrew specialty and aircrew qualification. Flying solely for the purpose of qualifying for incentive pay is not authorized. Documentation for those individuals not in the crew complement or not on aircraft AOs for the specific aircraft must be on file in the member's FRF IAW paragraph 3.3. prior to authorizing such duties. The SARM/TARM office will keep a copy of member's military service current AOs, including aircraft AOs, on file.

1.10.1.3. Operational support fliers who are on AOs and who are required to perform essential specific inflight duties on an occasional basis that cannot be accomplished by regularly assigned crew members, and other non-rated members on non-interference AOs who fly occasionally to perform specific official inflight tasks. Flying solely for the purpose of qualifying for Hazardous Duty Incentive Pay is not authorized. The SARM office will keep a copy of member's current military service AOs on file.

1.10.1.4. Personnel authorized by competent authority to receive instruction in aircrew duties at Air Force schools.

1.10.1.5. Professionally qualified civilian employees of the US Government. MAJCOM commanders determine individual qualifications.

1.10.1.6. Qualified employees or prospective employees of a government contractor according to the terms and conditions of a current government contract. The Squadron Aviation Resource Management office will keep a copy of contract on file.

1.10.1.7. Foreign nationals according to [Section 1C](#) of this instruction.

1.10.1.8. US Air Force Academy cadets, Air Force Reserve Officer Training Corps (ROTC) cadets, Uniformed Services University of Health Sciences (USUHS) and Health Professions Scholarship Program (HPSP) students participating in aviation related activities, and Civil Air Patrol (CAP) cadets are authorized to participate in flying duties as observers, in a special training status, on missions as determined by the MAJCOM. HARM offices will process AOs for such cadets or students. Neither flying incentive pay nor flying duty credit are authorized, nor will aviation service dates be established.

1.10.1.9. US Air Force Academy cadets and Air Force ROTC cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets will be placed on an AF Form 1887, Aeronautical Order, authorizing USAFA Airman's Program flying status. Cadets will not be added into an operational ARMS database, an Aviation Service Code (ASC) will not be assigned, and an Aviation Service Date (ASD) will not be established. Neither flying incentive pay nor flying duty credit are authorized.

1.10.2. Family members will not be assigned to airborne duty on the same aircraft for a given mission. Family member is defined as spouse, brother, sister, parent, and child. MAJCOMs are authorized to waive this prohibition on a case-by-case basis, only where unusual conditions dictate.

1.10.2.1. **(Added-ANG)** Waiver authority is ANG/XO. Case by case is defined as a single mission.

1.11. Authorization to Perform Inflight Duties in Non-US Air Force Aircraft.

1.11.1. With MAJCOM approval, aircrew members in active flying positions, and authorized operational support personnel, may perform appropriate duties in non-US Air Force aircraft if it is in the interest of the US Government, approved by the authority that controls the aircraft, and the members are qualified and, if applicable, licensed to perform such duties. Prior to authorizing these missions, MAJCOMs will ensure a valid requirement for a USAF aircrew member to operationally fly exists, which cannot be accomplished in USAF aircraft. For operational support flying, justification must show that qualified aircrew or operational support personnel of other (non-US Air Force) services or applicable organizations cannot perform such duties. Requests to fly solely for the purpose of qualifying for incentive pay or Operational Flying Duty Accumulator (OFDA) credit will not be approved.

1.11.2. **NOTE:** Performing these duties does not remove military personnel from line-of-duty determination status. When aircrew members are not assigned to API 7 or API G coded positions, MAJCOMs must provide the member's HARM office with a letter of justification authorizing the member to perform official aircrew duties in non-US Air Force aircraft and log flying time IAW paragraph [3.3](#) and assign an appropriate aircrew qualification code IAW [Table A3.1](#). In addition, Wing/CCs or equivalents (or higher, as applicable with the member's chain of command) must authorize orientation flights in non-USAF aircraft for USAF aircrew members.

1.12. Requirements for Pilots in Dual Controlled Aircraft.

1.12.1. Every flight in a dual-controlled aircraft requires two pilots with current qualification in the type aircraft being flown. Anytime an individual not fully qualified in the specific mission-design-series (MDS) being flown occupies a pilot's seat (with a set of controls), a current and qualified instructor pilot will occupy the other seat. **EXCEPTIONS:**

1.12.1.1. If operational, command mission requirements, or MDS-specific instructions dictate that these requirements are not practical.

1.12.1.2. To accommodate training programs for checkout or continuation programs.

1.12.1.3. If the crew composition requires another rated specialty (such as a weapons system officer).

1.12.1.4. To accommodate established programs (for example, indoctrination and orientation programs).

1.12.1.5. Flight surgeons and MAJCOM-designated Flight Test Engineers who take part in flights in dual-controlled aircraft.

1.12.2. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. For general officer flying, waiver authority to this guidance is AF/CC, IAW AF/CV msg 091724Z Apr 04. (**NOTE:** This message specifically precludes unqualified general officers from flying in the seat on aircraft deliveries when passengers are on board the aircraft.) **EXCEPTIONS:**

1.12.2.1. To accommodate training objectives required by formal training programs. This exception allows passengers, when they are an integral part of the overall mission being performed (e.g., Pararescue, Rangers, CCT, SEALs, etc.) and their presence is required by the training syllabus, to be on board the aircraft. During such times, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2. In order to accommodate training objectives or mission requirements, pilots (including non-current or unqualified pilots) who are authorized to obtain and maintain qualification in a particular MDS aircraft may occupy a pilot's seat for purposes of conducting training or accomplishing mission requirements when ACMs or MEGP are on board the aircraft.

1.12.2.2.1. During such times, if the pilot is non-current or unqualified, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2.2. Pilots who are not authorized to obtain or maintain aircraft qualification will not occupy a seat with a set of controls with passengers, ACMs, or MEGP on board.

1.12.2.2.3. DELETED.

1.12.2.2.4. DELETED.

1.12.2.3. UH-1 helicopters may be operated with a single pilot on passenger-carrying missions when operational or command mission requirements dictate that two pilots are not practical, and according to the aircraft Dash 1 technical order manual for IMC/VMC flight. In addition, the copilot seat may be used for passengers and/or MEGP as defined and directed by the MAJCOM. Under no circumstances will a passenger or MEGP be given control of the aircraft.

Section 1C—Flying by Military and Civilian Personnel of Foreign Nations in USAF Aircraft

1.13. Air Force Policy. The foreign military personnel listed below are authorized to take part in flights in US Air Force aircraft. Other foreign military personnel (for example, air attachés, other representatives of foreign air forces in Washington, D.C., and Foreign Military Sales [FMS] personnel and Military Assistance Program [MAP] personnel) must be advised to obtain a waiver of flying requirements from their own government for the duration of their tour in the continental United States (CONUS).

1.13.1. Foreign officers who serve in the US Air Force under the exchange program described in AFI 16-107, *International Personnel Exchange Program (PEP)*, and are required to perform frequent and regular flights as part of their duties, are given flying privileges according to this instruction.

1.13.2. Foreign military personnel who receive flight training at Air Force training installations are given flying privileges that correspond to their course of training.

1.13.3. Foreign military personnel assigned or attached to a US Air Force or a joint staff organization, whose duties require such flights as part of combined operations or exercises (such as Red Flag, Blue Flag, etc.).

1.13.4. In overseas commands, subject to approval of the proper commander and following the command administrative procedures, military personnel of friendly foreign nations may take part as aircrew members in flights of US Air Force aircraft operated by the MAJCOM, Defense Intelligence Agency (DIA), US Military Groups (USMILGP), Missions, and Military Assistance Advisory Groups (MAAG) when: the individual is physically, physiologically, professionally, and administratively qualified; a fully qualified US Air Force pilot occupies a pilot position during aircraft operations; and when required by the MAJCOMs, DIA, USMILGP, Missions, or MAAG to help complete their mission.

1.13.5. Flights involving foreign nationals must be reviewed for foreign disclosure requirements, IAW AFI 16-201.

1.13.6. If not otherwise provided for in this instruction, other foreign military personnel stationed at CONUS installations whose duties require them to fly in US Air Force aircraft must request approval according to paragraph 1.16..

1.14. Flight Authorizations.

1.14.1. Air Force flying unit commanders may, within the preceding policy, authorize physically, physiologically, professionally, and administratively qualified military personnel of foreign nations to take part as aircrew members according to this instruction. Although foreign military personnel who take part in flying duties in US Air Force aircraft do not serve in command positions, exchange officers, FMS personnel, and MAP trainees may serve as pilot in command of single-place, multi-place, or formations of aircraft provided they qualify according to the standards set for a US Air Force pilot.

1.14.2. Foreign military personnel must have official flying records and medical certifications in their possession when they request flight duties in US Air Force aircraft or report to a flying unit for these duties. After the request for flying is approved, the applicant must fulfill US Air Force physiological training requirements before flying.

1.14.2.1. Foreign military aircrew will be placed in US Air Force Preventive Health Assessment cycle per AFI 48-123. Medical grounding management will be analogous to US Air Force stan-

dards. However, per NATO Standardization Agreement (STANAG) 3526 Aeromedical Working Group document (AMD) and Air Standardization Coordinating Committee (ASCC) agreements, NATO and ASCC allies' home nations will maintain waiver authority unless otherwise delegated in a Memorandum of Understanding.

1.14.3. Flights will be at the minimum level of difficulty consistent with performance of assigned duties. When possible, flights will not exceed either the monthly minimum for pay and currency required by the individual's country or the training level specified in the applicable MDS-specific aircrew training publications, whichever is greater.

1.15. Procedures for Processing Requests That Require HQ USAF Approval.

1.15.1. Except as provided in paragraphs 1.13. and 1.14., foreign military personnel with requirements for frequent flights for career or service status purposes, or operational needs, must submit a written request through the local base flight management activity and the proper MAJCOM to SAF/IAD, International Affairs Division, 1080 Air Force Pentagon, Washington DC 20330-1080, in turn. The letter must include:

1.15.1.1. The name, grade, service identification number, and duty status of the applicant.

1.15.1.2. Certification of flight status, including rating and date of rating.

1.15.1.3. A brief summary of the individual's flight history including types of aircraft and number of hours per type aircraft the applicant has flown, date of last flight, and inclusive dates of last 100 hours of flying time.

1.15.1.4. The minimum monthly and annual flight requirements of his or her country.

1.15.1.5. A statement that the applicant is required by his or her air service to fly in order to keep rated status, to avoid jeopardizing service or career status, and to meet flight requirements for pay purposes, and such flight requirements cannot be waived by the service authorities of his or her country.

1.15.1.6. A statement that US Air Force aircrew members are authorized reciprocal privileges in the applicant's country.

1.15.2. Base flight management activity endorsement must state the applicant's flight records are correct. It should include comments such as the base's resource capability to absorb the applicant within the local flying program.

1.15.3. The MAJCOM reviews the request and sends it to SAF/IAD with comments and recommendations.

1.15.4. SAF/IAD requests the foreign air attaché in Washington, DC to verify the information on the request and the applicant's statement of flying requirements, to advise whether the requirements can be waived, and to affirm reciprocal flying privileges for US Air Force personnel. With this information, SAF/IAD approves or disapproves the request subject to concurrence by the appropriate HQ USAF OPR (based upon type of aircraft), then advises the foreign attaché and the applicant through MAJCOM channels.

1.16. Requests for Exception. Submit requests concerning foreign personnel to take part in flights in USAF aircraft under conditions other than provided in this instruction or DoD 4515.13-R to HQ USAF/

XOO. MAJCOM and FOA commanders may approve orientation flights for foreign military or civilian equivalents within their area of responsibility, according to [Table 1.1.](#) of this instruction, provided all foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.

Section 1D— Air Force Crew Ratio Process

(Deleted. See AFI 11-412, *Aircrew Management*, for specific guidance on aircrew ratios/composition.)

Chapter 2

FLIGHT MANAGEMENT POLICIES

Section 2A—Flying Program

2.1. Rated Officer and Career Enlisted Aviator (CEA) Flying Program. The rated officer and CEA inventory requires close management at all levels to ensure a high state of readiness is maintained with available resources. The authorized rated inventory includes pilots, navigators and air battle managers in the grade of lieutenant colonel and below. To manage these as well as other aircrew positions, API codes are assigned to identify these positions. **NOTE:** API 1-0 applies to all officers, and A-Z applies to CEA personnel ([Table 2.1.](#)).

2.1.1. Until the Military Personnel Data System (MILPDS) is modified to maintain API effective dates and interface this data to the ARMS database, HARMs will enter the API effective date in ARMS. Upon receipt and validation of MILPDS interface API change, enter the effective date of the API change.

Table 2.1. Aircrew Position Indicator (API) Codes.

Aircrew Position Indicator (API) Codes	Explanation	Remarks
1	Pilot positions used primarily for cockpit duty.	See Note 1
2	Navigator or observer positions used primarily for cockpit duty.	See Note 1
3	Staff or supervisory positions at wing level and below that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
4	Staff or supervisory positions above wing level that have responsibilities and duties that require rated expertise but which do not require the incumbent to fly.	See Note 2
5	Flight surgeon positions. This code is restricted to AFSC 48XX, or 40C0C with an additional AFSC of 48XX.	See Notes 3, 4, and 5
6	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbents to actively fly.	See Notes 2, 3 and 4
7	USAF officers not occupying a USAF rated position, but assigned to active flying duties in other than USAF units (exchange officers, etc.).	See Note 6

Aircrew Position Indicator (API) Codes	Explanation	Remarks
8	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to actively fly.	See Notes 2, 3 and 4
9	Air Battle Managers who are required to fly operationally.	Note 1
0	Rated officers assigned to non-rated duties and all non-rated officers.	See Note 7
A	CEA positions used for line flying unit with Primary Mission Assigned Inventory (PMAI) aircraft assigned.	See Note 1
B	Staff or supervisory positions at wing level and below that have responsibilities and duties that require the incumbent to actively fly	See Notes 2, 3, and 4
C	Staff or supervisory positions at wing level and below that have responsibilities and duties that require aircrew expertise but which do not require the incumbent to actively fly.	See Note 2
D	Staff or supervisory positions above wing level that have responsibilities and duties that require the incumbent to fly.	See Notes 2, 3, and 4
E	Staff or supervisory positions above wing level that have responsibilities and duties that require aircrew expertise but which do not require the incumbent to actively fly.	See Note 2
F	Crewmembers assigned to positions for OT&E, IOT & E, FMS, AMOG, and TALCE.	See Note 4
G	CEA not occupying a USAF position, but assigned to active flying duties in other than USAF units (exchange programs, etc.)	See Note 6
Z	Enlisted personnel not assigned to CEA duties and all non-CEA enlisted.	See Note 7

NOTES:

1. APIs 1, 2, 9, and A are for officers and CEAs assigned to line flying positions or assigned to formal flying training programs. The primary duty of these crewmembers is flying.
2. API 3, 4, 6, 8, B, C, D, and E identify crewmembers assigned to supervisory or staff positions. These positions require aircrew expertise (API 3, 4, 6, 8, B, D, and E) and some require active flying (API 6, 8, B, and D).

3. If more than one crewmember is assigned to an API-5, 6, 8, B, and D position, only the primary designated incumbent will be assigned an active FAC/FSC code and fly. The MAJCOM/SGPA or higher will determine which flight surgeons are designated as the primary incumbent.
4. If replacement of the primary incumbent is necessary (for example, PCS, permanent change of assignment, etc.), the replacement may also be authorized an active FAC/FSC code, provided the overlap is not more than 30 days. (Reference para 1.4.2.1.1.).
5. Qualified medical officers assigned to flight surgeon and pilot-physician, when not assigned to an operational flying squadron as a primary line flier, positions.
6. Officers/CEAs assigned to flying positions outside of USAF or duties requiring active flying with foreign services.
7. API 0 and Z identify non-rated/non-CEA positions.

2.2. Flying Activity Codes. Flying Activity Codes (FAC) detail the active or inactive flying activity for each duty position occupied by rated officers and CEAs and nonrated officers performing non-crew duties (FAC 8) listed below ([Table 2.2.](#)).

Table 2.2. Flying Activity Codes (FAC).

Flying Activity Codes (FAC)	Explanation
1	Force. Officers in API 1, 2, 5, 7, and 9 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (API 1, 2, 6, 8, and 9) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent.
3	Operational Supervisor. Officers in API 6, 7, or 8 coded positions not associated with formal flying training who actively fly.
4	Rated Supervisor. Officers in API 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
6	Excepted Assignment. Officers not eligible for FAC 1 through 5, whose current assignments require active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. EXCEPTION: Member's HARM office may assign FAC 6 for inactive aircrew approved to attend qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive API).
7	Inactive. Rated Officers in inactive status (API 3 or 4). EXCEPTION: UFT students in API 0 positions.
8	Inactive. Rated Officers/CEAs performing inflight non-crew or inactive UAV duties.

Flying Activity Codes (FAC)	Explanation
9	Other. Reserved for use only when directed by HQ USAF.
0	Rated officers assigned to non-rated API 0 duties and not involving flying.
A	Force. CEAs in API A or G coded positions not associated with formal flying training.
B	Instructors, supervisors, and students (API A, B, or D) assigned to fly "TF" coded aircraft or training aircraft assigned to formal training units or equivalent.
C	Operational Supervisor. CEAs in API B, D or G coded positions not associated with formal flying training who actively fly.
D	CEAs assigned to AETC non-flying formal school position. (API C).
E	Excepted Assignment. CEAs not eligible for FAC A, B, C, or D, whose current assignment requires active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. EXCEPTION: Member's HARM office may assign FAC E for inactive aircrew approved to attend qualification/requalification training prior to reassignment.
F	CEAs assigned to OT&E, IOT&E, FMS, AMOG, and TALCE positions (API F).
G	Inactive. CEAs in inactive status (API C, E, and Z).
H	Other. Reserved for use only when directed by HQ USAF/XOO.

2.3. Aviation Service Codes (ASC).

ASCs are two-character codes that indicate incentive pay entitlement and flying status. The first character of the ASC is the entitlement status code (ESC) ([Table 2.3.](#) and [Table 2.4.](#)) and identifies aviation career incentive pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), or hazardous duty incentive pay (HDIP) entitlement status. The second character is the Flying Status Code (FSC) and identifies the current flying status. The second character is a numeric when the flier is disqualified or suspended (See [Table 2.5.](#)) or an alpha character for qualified individuals (See [Table 2.6.](#)). [Figure 2.1.](#) and [Figure 2.2.](#) indicate ACIP and CEFIP entitlement status, respectively.

Table 2.3. ASC First Character (Entitlement Status Code [ESC], Rated Officers).

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
1	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, Air Battle Manager (ABM) or observer who has up to 12 years of aviation service.	1*	Continuous ACIP (0 to 12 years). A rated or student pilot, navigator, ABM, or observer who has up to 12 years of aviation service.
2	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 6 of the first 12 years of aviation service.	2*	Continuous ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years aviation service and has performed operational flying duties for at least 8 or 9 of the first 12 years of aviation service (See Notes 1 and 2).
3	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 11 of the first 18 years of aviation service.	3*	Continuous ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 12 of the first 18 years of aviation service.
4	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 9, but less than 11 years of the first 18 years of aviation service.	4*	Continuous ACIP (18 to 22 years). A pilot, navigator, ABM, or observer who has 18 or more years of aviation service and has performed operational flying duties for at least 10, but less than 12 years of the first 18 years of aviation service.
5	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 6 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.	5*	Conditional ACIP (12 to 18 years). A pilot, navigator, ABM, or observer who has from 12 to 18 years of aviation service and who did not perform operational flying duties for at least 8 or 9 of the first 12 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP. (See Notes 1 and 2)

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)	Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *
<p>6 Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 9 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 11 of the first 18 years of aviation service. This officer must meet Department of Defense Financial Management Regulation (DoDFMR) flying requirements to be entitled to receive ACIP.</p>	<p>6* Conditional ACIP (18 to 25 years). A pilot, navigator, ABM, or observer who has completed 18 years of aviation service and did not perform operational flying duties for at least 10 of the first 18 years of aviation service; or a pilot, navigator, or observer who has completed 22 years of aviation service and did not perform operational flying duties for at least 12 of the first 18 years of aviation service. This officer must meet DoDFMR flying requirements to be entitled to receive ACIP.</p>
<p>7 Continuous ACIP terminated (25 years of aviation service, ESC 3 continuous status pay terminates, ESC 6 see below). A rated officer (other than flight surgeon) who has completed 25 years of aviation service. Officers in this status are not entitled to receive continuous ACIP, but may be entitled to receive conditional ACIP if assigned to operational flying duties and the grade is O-6 or below. General officers assigned to operational flying duties may qualify for HDIP under the DoDFMR flying requirements and Table A2.3.</p>	
<p>8 Conditional ACIP (Medical). A flight surgeon ordered to participate in frequent and regular aerial flights, assigned to duties requiring such participation (API-5 position), and qualifies for conditional ACIP under DoDFMR flying requirements.</p>	
<p>9 Conditional HDIP. A non-rated crewmember (officer or enlisted) or operational support member ordered to participate in frequent and regular aerial flights or assigned to parachute duty, and qualifies for conditional HDIP under DoDFMR flying or jump requirements.</p>	

Aviation Career Incentive Act of 1974 Entitlement Status (First Character)		Aviation Career Improvement Act of 1989 Entitlement Status (First Character) *	
0	Disqualified or Suspended (No ACIP/HDIP/CEFIP authorized). An individual disqualified or suspended from aviation/parachutist service according to AFI 11-402.		

NOTES:

1. IAW FY 96 National Defense Authorization Act (NDAA), any rated officer (except Flight Surgeons) who completed, or will complete, 12 years of aviation service on, or after 10 Feb 1996, must perform 8 years or more of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service.
2. IAW FY 96 NDAA, any rated officer who completed 12 or more years of aviation service prior to 10 Feb 1996 must perform at least 9 years of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated officers who did not meet the original 9 years of OFDA and are beyond 12 years of aviation service remain entitled to conditional ACIP contingent upon meeting the monthly flying hour requirement. The DoDFMR flight requirement is four hours per month for active duty members and two hours per month for Air Reserve Component (ARC) members or pro rata shares.

Table 2.4. ASC First Character (Entitlement Status Code [ESC], Career Enlisted Aviators).

Career Enlisted Flyer Incentive Pay Act of 1999 Entitlement Status Code (First Character)	
A	Continuous CEFIP (0 to 10 years). A CEA who has up to 10 years of aviation service.
B	Continuous CEFIP (10 to 15 years). A CEA who has 10 to 15 years of aviation service and has performed operational flying duties for at least 6 of the first 10 years of aviation service.
C	Continuous CEFIP (15 to 20 years). A CEA who has 15 to 20 years of aviation service and has performed operational flying duties for at least 9 of the first 15 years of aviation service.
D	Continuous CEFIP (20 to 25 years). A CEA who has 20 to 25 years of aviation service and has performed operational flying duties for at least 14 of the first 20 years of aviation service.
E	Conditional CEFIP (10 to 15 years). A CEA who has from 10 to 15 years of aviation service and who did not perform operational flying duties for at least 6 of the first 10 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
F	Conditional CEFIP (15 to 20 years). A CEA who has from 15 to 20 years of aviation service and who did not perform operational flying duties for at least 9 of the first 15 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
G	Conditional CEFIP (20 to 25 years). A CEA who has from 20 to 25 years of aviation service and who did not perform operational flying duties for at least 14 of the first 20 years of aviation service. This crewmember must meet the DoDFMR flight requirement to be entitled to receive CEFIP. (See note)
H	Continuous CEFIP terminated. A CEA who has completed 25 years of aviation service. This CEA is not entitled to receive continuous CEFIP, but may be entitled to receive conditional CEFIP if assigned to operational flying duties.

NOTE: The DoDFMR flight requirement is four hours per month for active duty members and two hours per month for Air Reserve Component (ARC) members or pro rata shares.

Figure 2.1. ACIP Entitlement Status, (Rated Officers).

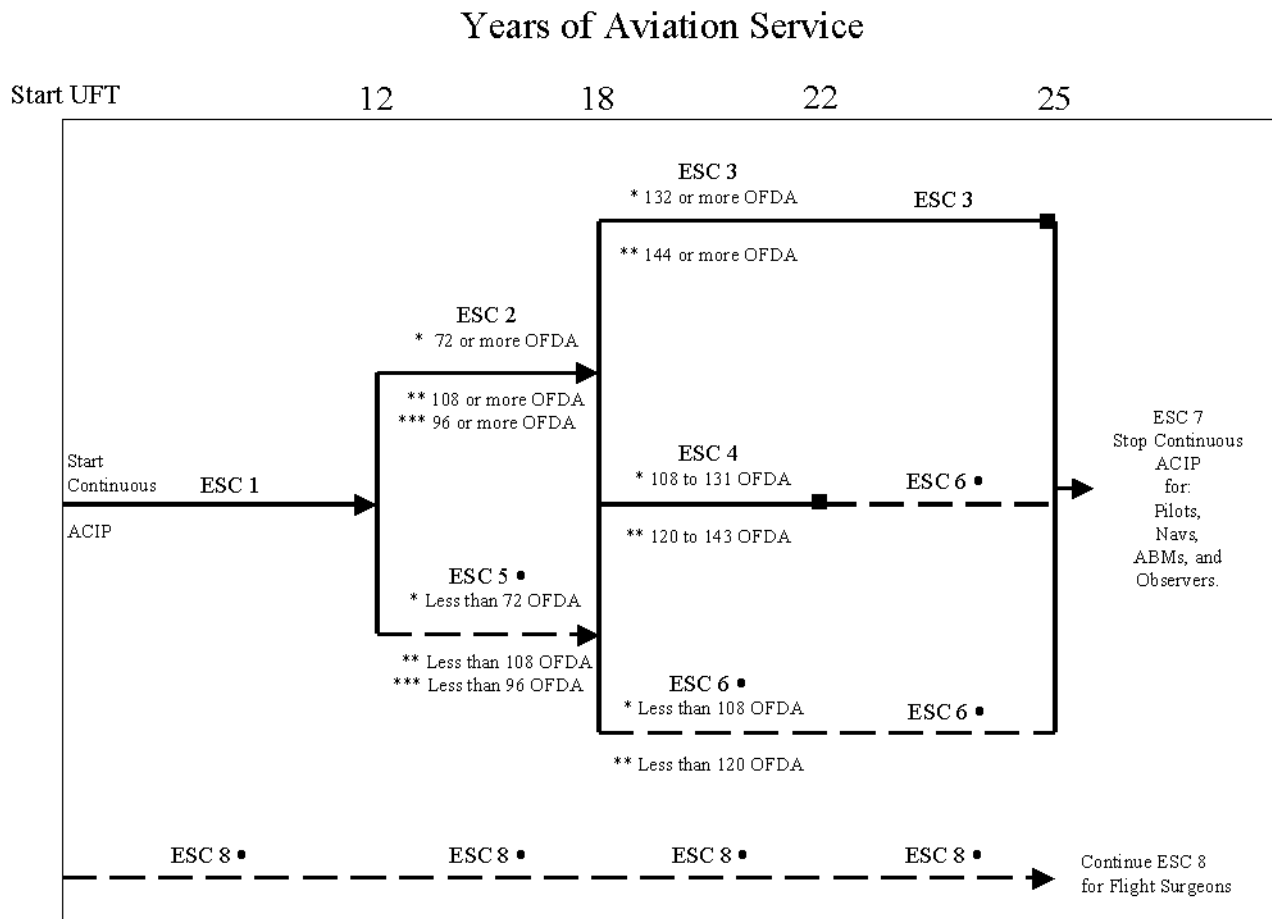
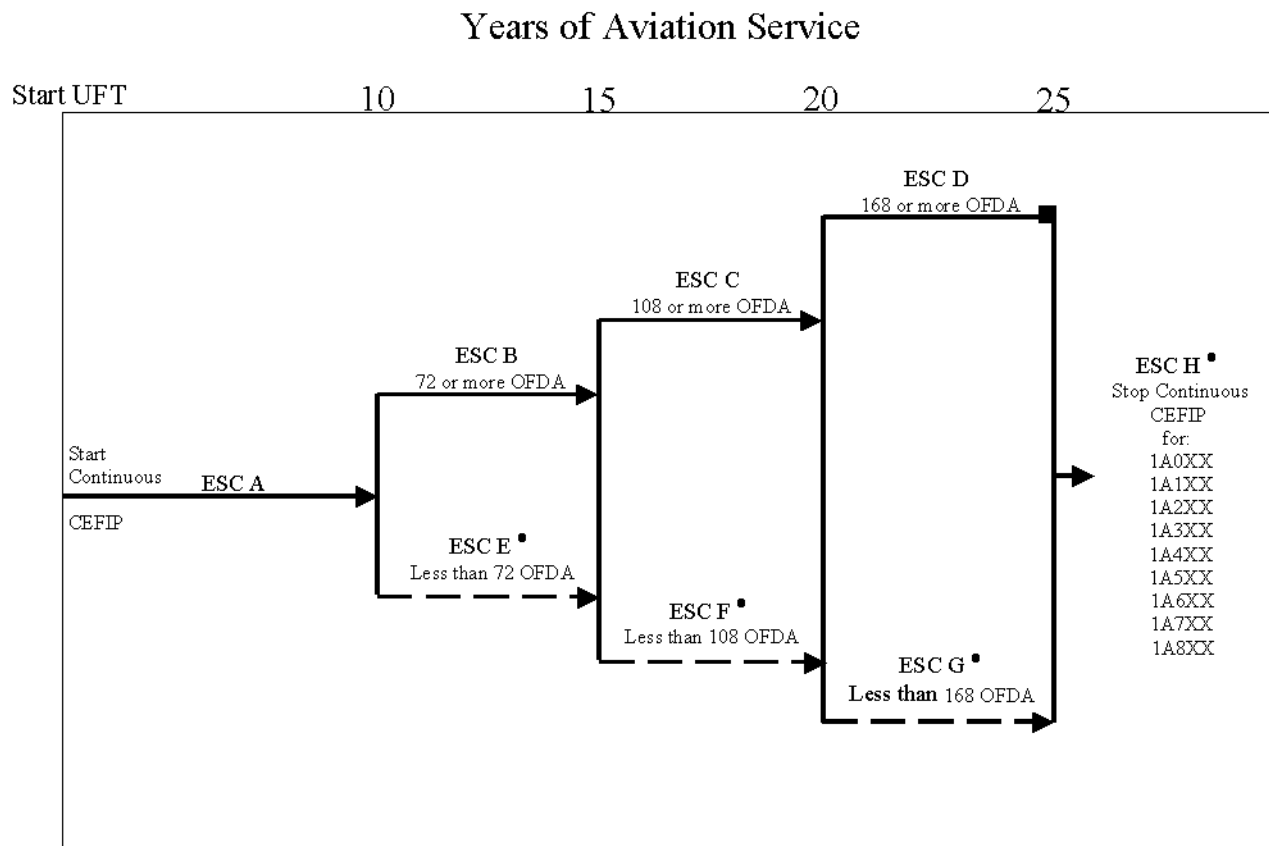


Figure 2.2. CEFIP Entitlement Status (Career Enlisted Aviators).

**LEGEND**

- Continuous CEFIP
- - - Conditional CEFIP • (Must Fly)
- Continuous CEFIP Stopped

Table 2.5. ASC Second Character (Flying Status Code [FSC], Disqualified or Suspended Status).

ASC Second Character--Disqualified or Suspended Status (as defined in AFI 11-402)	
0	Disqualified. Administrative Reasons.
1	Disqualified. Fear of Flying.
2	Suspended. Air Reserve Component (ARC) rated officer no longer considered a rated asset. (Note 1)
3	Disqualified. Medical disqualification.
4	Suspended. Permanent disqualification action pending. (HARM office will not assign for more than 180 days without MAJCOM approval.)
5	Disqualified. Flying Evaluation Board (FEB)/Aircrew Evaluation Board (AEB), or failure of non-rated aircrew member to attain aircrew qualification.
6	Flying (rated/CEA trainee and operational support) or jump requirement terminated. (Note 2)
7	Reserved for future use.
8	Disqualified. Voluntary request.
9	Air Force Educational Leave of Absence (AFELOA). (Includes excess leave program [formerly known as "Bootstrap"])

NOTES:

1. HARMs process suspension AOs on Non-EAD ARC officers no longer consider rated assets IAW AFI 11-402, Chapter 3.
2. HARMs change nonrated/non-CEA member's ASC from 9E to 06 when no longer assigned to an authorized jump position. For members in ASC 9D authorized to perform both jump/fly duties and either is terminated, see [Table 2.6.](#), Note 5.

Table 2.6. ASC Second Character (Flying Status Code [FSC], Qualified Active and Inactive Flyer) (See Note 1).

A	Active-Operational Flying. A rated officer or CEA assigned to operational flying duties (excluding Undergraduate Flying Training students), and aircrew members with approved FAC 4, 5, 6, and E waivers.
C	Active-Operational Support (Non-crewmember). An individual required to perform essential in-flight non-crew duties (not considered rated, CEA, or other nonrated aircrew duties) that cannot be performed by an aircrew member in that aircraft's crew complement, IAW AFI 65-503.
D	Active-Non-rated/Non-CEA Aircrew Member. A qualified non-rated aircrew member authorized to perform aircrew duties IAW AFIs 65-503, 11-401 and 11-402. (See Note 5.)
E	Active-Parachutist. A qualified non-rated/non-CEA member assigned to a valid jump DAFSC position, or in training leading to assignment against a valid jump DAFSC position, ordered to perform parachute jump duty. (See Note 5.)
G	Active-Grounded. An aircrew member assigned to operational flying duties not involving flying for a period anticipated lasting over 30 days. Assignment to FSC G will not preclude reassigning the individual to FSC S when appropriate. (See Note 2.)
J	Inactive-Restricted. Assign FSC J to an aircrew member restricted from active flying while assigned to a non-operational flying position or double billeted in excess of 30 days against an active staff API 5, 6, 8, or B position. (Includes FAC 8 fliers.) For nonrated/non-CEA aircrew members, this action terminates aviation service/pay entitlement. (See Note 5.)
K	Inactive-Lack of Support Capability. Aircrew member assigned to an active API who is not flying due to lack of support capability. (See paragraphs 1.3.3. and 1.4.1.8.)
L	Inactive-School (Academic). A crewmember/parachutist assigned to a course of instruction of 90 days or more, which does not require flying/jumping. For nonrated/non-CEA personnel, this action terminates aviation service/pay entitlement.
P	Inactive-Separated. An active duty or ARC rated officer or CEA removed from aviation service on separation from his or her respective service. (See Note 4.)
R	Inactive-Retired. An active duty or ARC rated officer or CEA removed from aviation service on retirement from his or her respective service. (See Note 4.)
S	Inactive-Nonperformance. A rated officer or CEA assigned to operational flying duties (paragraph 2.4.) who did not accomplish OFDA requirements. (See Note 3.) Unit commanders must have MAJCOM approval for members to remain in "S" status for longer than 180 days (except if member is DNIF). Copy of approval must be sent to HARM. Unit commanders must have AF/XOO approval for a rated officer or CEA assigned to operational flying duties to remain in "S" status for longer than 365 days. Ensure the HARM office receives a copy of the 180-day and/or 365-day "S" status approval, as applicable. (Note: If the member is DNIF for longer than 365 days, see AFI 11-402, Chapter 3 [rated] or Chapter 5 [CEA] as applicable).
T	Inactive-Indoctrination Flier. A rated officer or CEA incumbent assigned to an inactive rated/CEA position (or rated inventory "P" or "N" prefixed DAFSC) in a non-operational flying position approved to fly as an indoctrination flier. Authorized 24 mission days per fiscal year. Not authorized for API 0 or Z.

U	Active-Flying Training Student (Undergraduate). A medically qualified officer undergoing flying training leading to the award of an aeronautical rating or career enlisted aviator undergoing flying training leading to the award of CEA badge.
V	Inactive-Air Vehicle Operator. Pilot, navigator, or ABM assigned to AVO duties (not approved by CSAF for OFDA credit).
W	Non-Interference Flyer. Non-rated/non-CEA members, non-crew commanders, UAV Sensor Operators, and other members approved by AF/XOOT.
X	Active-Pipeline. An Undergraduate Flying Training (UFT) graduate from the date of graduation from pilot, navigator, Air Battle Manager, CEA, or observer, training until the sign-in date at the operational duty assignment following completion of formal (Education and Training Course Announcements [ETCA]) primary aircraft training.
Z	Active-Air Vehicle Operator. Pilot, navigator, or ABM assigned to Predator or Global Hawk operational AVO duties. (CSAF-approved for OFDA credit.)

NOTES:

1. The FSC indicates if a member is assigned to an active or inactive flying position and the reason for inactivity. Rated members assigned to mandatory rated flying duties must fly in an active status if otherwise qualified. If the unit commander determines that no flying support capability exists for these officers, assign them an inactive FSC. All rated aircrew members assigned to non-flying duties or non-rated flying are restricted from active rated flying. MAJCOMs assign support-flying priorities according to paragraph 2.8. when adequate resources are lacking.
2. ARMS automatically generates an FSC change for ASC G; no AO is required.
3. Do not process non-performance AOs for rated officers after 18 years of aviation service or CEAs after 20 years of aviation service. Refer to AFIs 11-202, Vol 1, and 11-402 flying/aircrew evaluation board requirement procedures, for members assigned to active flying positions who do not fly for extended periods for reasons within their control.
4. HARM offices will process an AO to assign FSC P or R effective the date of the separation or retirement orders, update ARMS, and terminate flight pay (if applicable).
5. When nonrated/non-CEA members are assigned to a dual-coded flying/jump position, assign FSC D. When no longer assigned to the dual-coded jump/flying position, change the member's FSC from D to J. When a member is re-assigned from a dual-coded position to a jump DAFSC (or J prefixed position) only, change the member's FSC to E.

2.4. Aviation Service Code (ASC) and Flying Activity Code (FAC) Effective Dates.

NOTE: HARM offices must verify UMD information to document that aircrew/parachutists are assigned to an authorized flying/jump position prior to publishing AOs.

2.4.1. The date that an ASC becomes effective determines when the member's flying or parachuting duties, OFDA credit, and incentive pay starts. Incentive pay terminates the day prior to a member being assigned a suspension, disqualification, or termination (from aviation/parachutist status) ASC. Assign the ASC effective date as follows:

2.4.1.1. Use 1 June 1974 for officers rated before 1 June 1974.

2.4.1.2. Use the individual's aviation service date for medically qualified officers and CEAs entering formal Undergraduate Flying Training (UFT) or approved local initial qualification training (IQT) flying training courses where flying is part of the course. This date cannot be prior to member meeting qualification requirements IAW AFI 11-402.

2.4.1.3. Use the day after DDLDS from the losing organization for a PCS move that requires an ASC change. This includes inactive officers who require active AOs to attend formal flying training TDY enroute to PCS to an active flying assignment. **EXCEPTIONS:**

2.4.1.3.1. An officer/CEA UFT graduate, upon changing base locations to his or her first operational duty assignment following completion of UFT and initial qualification training, will change from an FSC "X" to an FSC "A" with an effective date of the day the member signs into the operational unit at their permanent base.

2.4.1.3.2. An officer/CEA UFT graduate, who attended UFT at their permanent duty station and assigned to their operational duty assignment after UFT, then entered into in-unit formal training leading to initial qualification in their primary aircraft will retain FSC X until completion of training as documented by a flight evaluation, AF Form 8, **Certificate of Aircrew Qualification**, e.g., C-130 initial qualification.

2.4.1.3.3. A previously rated officer or CEA returning to another UFT course will maintain their current ASC until the UFT class-start date. For example: Captain Lopez, a rated navigator with a current ASC of 1A is selected to attend pilot UFT. Captain Lopez has a PCS assignment to Laughlin AFB to attend UFT and departs Robins AFB on 5 Sep 02. The UFT class-start date is 15 Sep 02. Laughlin HARM changes Captain Lopez's ASC from 1A to 1U effective 15 Sep 02.

2.4.1.4. Use the latest UFT graduation date to process the ASC change from 1U to 1X (rated) and AU to AX (CEA). UFT HARM will process the AO.

2.4.1.5. Use the formal jump school training (leading to the basic parachutist rating) class start date as the AO effective date to initiate Air Force parachutist service for members initially assigned to an authorized jump ("J" prefix AFSC or AFSC 1C2X1, 1T2X1, 13DX) UMD position. HARMs may use TDY orders or formal training notification to jump school to process initial AO prior to the member attending training.

2.4.1.5.1. HARMs must publish an AO for parachutists to attend HALO (High Altitude Low Opening) school prior to the member attending school, effective the class start date. Member must be on competent orders for that type of jumping and AOs must specify the type of pay on the AO (HALO). Once the member performs a HALO jump, HALO pay is authorized from effective date of the AO forward (if otherwise qualified). If the member does not complete the course, HALO pay terminates on the day the member is disenrolled from class. A new AO must be published effective the day after disenrollment to reinstate back to the Static Line HDIP (if member returns to previous jump duty) or previous ASC held (prior to the class).

2.4.1.6. Use the duty effective date for a change in duty that does not involve PCS but requires an ASC change (suspension/disqualification actions, flying waivers, etc.). For example: Member assigned to an inactive position approved for a Flying Activity Code (FAC) waiver to support a contingency or date a commander directs suspension/disqualification IAW AFI 11-402.

2.4.1.6.1. For inactive aircrew approved to attend a formal flying qualification/requalification course prior to PCS or PCA to an active flying position, the HARM will publish an AO assigning FAC 6/E and FSC A effective on the class start date (all other uses of FAC6/E must be approved by AF/XOO). HARMs will reassign an inactive FSC/FAC effective one day after the course completion date.

2.4.1.7. For rated officers/CEAs required to perform air battle staff, airborne emergency actions officer, combat rescue officer, mission crew commander, AVO, IIO, or other duties that do not fall under the operational support program, use the effective and termination dates of the duty orders to authorize FAC 8. FAC 8 terminates upon completion of flying duties. Process HDIP IAW AFI 11-421 for the duty period (if otherwise qualified); OFDA and ACIP are not authorized for these duties. For rated officer, ASC remains unchanged; for non-rated officer, assign ASC 9C.

2.4.1.8. Use the effective date of the API code for a change to an API code (inactive to active or vice versa), which requires an ASC change.

2.4.1.9. Rated officers. Use the anniversary date (same month and day) plus 12, 18, 22 (if applicable), and 25-year aviation service date (ASD) when passing a gate.

2.4.1.10. CEAs. Use the anniversary date (same month and day) plus 10, 15, 20, or 25- year ASD, when passing a gate.

2.4.1.11. **Parachutists.** Only individuals assigned to authorized permanent (UMD “J” prefix or DAFSC 1C2X1, 1T2X1, and 13DX) positions, temporary or permissive jump status, or USAFA cadets, are authorized to have AOs published. Commander requests to initiate jump status are processed IAW AFI 11-410. Disqualification requests are processed IAW AFI 11-402.

2.4.1.11.1. Use the effective date the member is assigned to a designated Unit Manpower Document (UMD) position that requires active jump status (“J” prefix DAFSC or AFSC 1C2X1, 1T2X1, 13DX) IAW AFI 11-410 without a PCS change or the date a member is authorized (IAW AFI 11-410) to be attached to another US military unit requiring active parachute duty. The HARM office prepares AOs, assigning ASC 9E or 9D if the member is assigned to duty that requires both aircrew and parachutist qualification IAW AFI 11-401. The AO must specify type of jump duty required and pay authorized.

NOTE: HARMs do not establish ASC 9E for members who already have an ASC assigned. In such cases, include a statement in the remarks section of the AO that member is assigned to parachute duty and a “J” prefixed UMD DAFSC and the type of jumping/pay authorized. Do not assign an ASC to permissive jumpers.

2.4.1.11.2. An officer/enlisted member qualified for parachutist service who is authorized temporary jump status IAW AFI 11-410 will have an AO processed with an effective period established in the commander’s request letter and with a termination date not to exceed 180 days. For example a qualified parachutist, currently not assigned to a “J” coded UMD position is approved to provide manning assistance on a Joint Readiness Exercise from 19 Jul 03 through 23 Sep 03. HARM would publish an AO effective 19 July 03, with a termination date of 23 Sep 03. AO remarks would reference approval letter justification.

2.4.1.11.3. An officer/enlisted member authorized for permissive jump status IAW AFI 11-410 will have an AO processed with an effective period established in the commander’s

request letter and the termination date will not exceed 12 months. An ASC change or HDIP is not authorized.

2.4.1.11.4. Publish a new AO to change a termination date with no change in effective date, providing there was not a break in parachutist service. For example, a non-rated aircrew member or parachutist reenlistment without a break in service. If otherwise qualified, incentive pay and badge creditable months continue through this period.

2.4.1.11.5. Publish a new AO when type of jump duty changes (static/HALO). Type of jump duty is dependent on the member's requirement to perform HALO duties. This includes attending HALO school (as referenced above). If a member is in a HALO required position and goes PCS to a position that does not require HALO jumping, publish a new AO authorizing static jumping/pay only.

2.4.1.11.6. Use the day a member is no longer assigned to an authorized UMD parachutist position ("J" prefix, AFSC or AFSC 1C2X1, 1T2X1, or 13DX) IAW AFI 11-410 to remove the parachutist from parachute duty and assign ASC 06 (Conditional HDIP—Flying/Jump requirement terminated) at the same duty location. This includes members who are assigned to a unit that has no available jump authorizations (in excess of total UMD authorizations).

NOTE: Members who still have flight requirements or have an established ASC (rated/CEA) will have an AO published to reflect termination date of jump requirements only.

2.4.1.11.7. Use the day after departed last duty station or jump school for members who PCS to a base without an available UMD parachutist position ("J" prefix, AFSC or AFSC 1C2X1, 1T2X1 or 13DX) IAW AFI 11-410 to remove the parachutist from parachute duty and assign ASC 06 (Conditional HDIP—Flying/Jump requirements terminated).

2.4.1.11.8. HARMs must publish AOs for USAFA cadets participating in jump related duties as part of the special Airmanship Program. Use the effective date of entry to the USAFA Airmanship Program. The effective period of the AO authorizing parachutist service is limited to the period of training at the USAFA. Do not assign an aviation service code. Leave the ASC section of the AO blank. Neither jump duty credit or jump incentive pay are authorized.

2.4.1.12. **Non-rated aircrew members.** The effective period of an AO authorizing aviation service as a non-rated aircrew member is limited by the member's availability for the requirement. For members initially beginning aviation status, the initial AO becomes effective the date the member is certified for aircrew duty and is entered into a formal school where in-flight duties (not observation) are part of the course curriculum. Example: On 1 Jun 03, a member reports to the base for aircrew duty. On 15 Jun 03, the commander certified eligibility and assigns the member to a UMD aircrew prefix DAFSC; on 1 Jul 03, the member reports TDY to begin formal flying training. The initial AO effective date is 1 July 03. For in-unit initial training, the AO is effective when formal in-flight flying training begins after being assigned to an authorized aircrew position within a unit. For example: On 1 May 03, a member reports to a base for aircrew duty. On 15 May 03, the commander certifies eligibility, assigns the member to the appropriate UMD aircrew prefixed DAFSC, and notifies the HARM of in-flight training start date. On 20 May 03, the member begins formal in-unit flying training. The AO effective date is 20 May 03; however, the initial training must lead toward initial qualification.

2.4.1.12.1. For previous non-rated/non-CEA aircrew members, HARMs will assign ASC 9D (Active Non-rated Aircrew Member) effective one day after member departed last duty sta-

tion, providing the member is qualified for aircrew duty and is assigned to an authorized non-rated/non-CEA aircrew “X,” “K,” or “Q” UMD DAFSC position, not occupied by another active flyer. If there was no PCS involved, use the effective date of duty (if otherwise qualified). Reference AFI 11-402 for limitations of exceeding manpower UMD authorizations for non-rated/non-CEA aircrew positions.

2.4.1.12.2. Use the date the non-rated/non-CEA aircrew member is no longer assigned to an authorized aircrew “X,” “K,” or “Q” prefixed UMD DAFSC to terminate aviation service and assign ASC 9J (Inactive-Restricted).

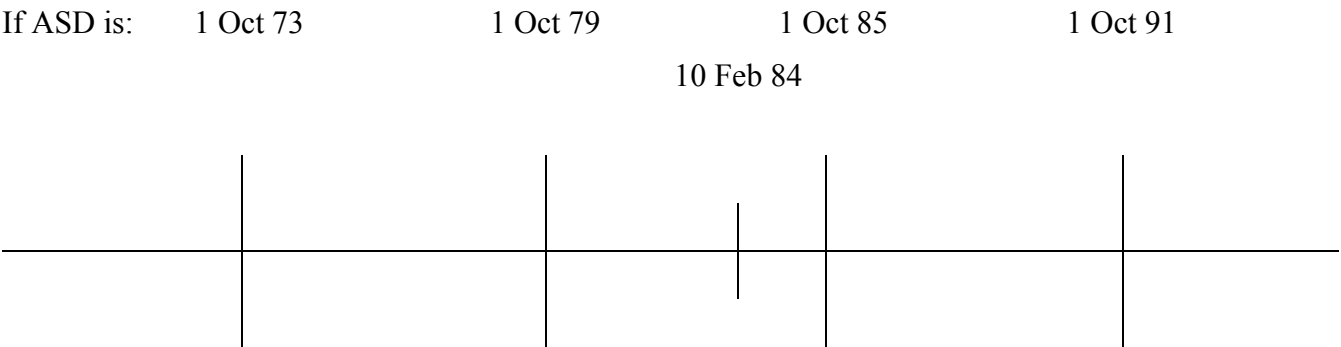
2.4.1.13. **Operational Support Members.** Use the effective date authorized (IAW AFI 11-402) when man-months are authorized, not to exceed a one-month period.

2.5. Transition Status Codes (TSC). TSCs allow the HARM office to track the OFDA requirements for rated officers, after the Air Force transitioned from the *Aviation Career Incentive Act of 1974* to the *Aviation Career Improvement Act of 1989* and the FY 1996 *National Defense Authorization Act*. TSCs became effective on 1 Oct 1991 and remained in effect until 1 Oct 2003 (guidance may apply to certain fliers and is retained in AFI). **Table 2.7.** defines the TSCs and **Table 2.8.** shows OFDA gate requirements.

Table 2.7. Transition Status Codes (TSC).

TSC Codes	Explanation
A	Officers who had less than 6 years of aviation service on 1 October 1991
B	Officers who had at least 6, but less than 12 years of aviation service and accrued less than 72 months of OFDA on 1 October 1991.
C	Officers who had at least 6, but less than 12 years of aviation service and accrued 72 months or more of OFDA on 1 October 1991.
D	Officers who had at least 12, but less than 18 years of aviation service on 1 October 1991.
E	Officers who had 18 years or more of aviation service on 1 October 1991.

Figure 2.3. TSC Timeline Chart.



Then TSC is:

E	D	C or B	A	A
(Note 1)	(Note 1)	(Notes 3, 4)	(Note 2)	(Note 2)

Note 1. Aircrew members assigned TSC “D” or “E” are grandfathered under the ACIA of 1974.

Note 2. Aircrew members assigned TSC “A” require 96 months OFDA at 12 years to receive continuous pay until 18 years, and 120 or 144 months OFDA at 18 years to receive continuous ACIP until 22 years or 25 years respectively.

Note 3. Aircrew members with an ASD between 2 Oct 1979 and 1 Oct 1985 inclusive, who accumulated at least 72 months of OFDA as of 1 Oct 1991, are assigned TSC “C”.

Example 1. If a member in this status accumulated 72-107 months OFDA as of 1 Oct 1991, he/she is entitled to continuous ACIP until 18 years.

Example 2. If the member accumulated 108-131 months OFDA as of 1 Oct 1991, he/she is entitled to continuous ACIP until 22 years.

Example 3. If the member accumulated at least 132 months OFDA as of 1 Oct 1991, he/she is entitled to continuous ACIP until 25 years.

Example 4. Members assigned TSC “C” with less than 132 months OFDA as of 1 Oct 1991, will be reviewed again at 18 years to determine appropriate incentive pay action.

Note 4. Aircrew members with an ASD between 2 Oct 1979 and 1 Oct 1985 inclusive, who accumulated less than 72 months of OFDA as of 1 Oct 1991, are assigned TSC “B”.

Example 1. Members assigned TSC “B”, with an ASD of 2 Oct 1979 – 9 Feb 1984 inclusive, require 108 months OFDA at the 12-year gate to receive continuous ACIP until 18 years.

Example 2. Members assigned TSC “B”, with an ASD of 10 Feb 1984 or after, require 96 months OFDA at the 12-year gate to receive continuous ACIP until 18 years.

Example 3. Members assigned TSC “B” who did not meet the 12-year gate, but accumulated at least 72 months OFDA at the 12-year gate, will be assigned ASC “5Y” and will be reviewed again at the 15-year point.

Table 2.8. ACIA/NDAA Requirements.

ACIA/NDAA	OFDA/GATE	Entitlement
ACIA OF 1974	72 months (12 yr gate)	Continuous ACIP until 18 yr gate
	108 (18 yr gate)	Continuous ACIP until 22 yr OSD/ASD
	132 (18 yr gate):	Continuous ACIP until 25 yr OSD/ASD
ACIA of 1989	108 months (12 yr gate)	Continuous ACIP until 18 yr gate
	120 (18 yr gate)	Continuous ACIP until 22 yr OSD/ASD
	144 (18 yr gate)	Continuous ACIP until 25 yr OSD/ASD
NDAA of 1996 (ACIP)	96 months (12 yr gate)	Continuous ACIP until 18 yr gate
	120 (18 yr gate)	Continuous ACIP until 22 yr OSD/ASD
	144 (18 yr gate)	Continuous ACIP until 25 yr OSD/ASD

Table 2.9. OFDA Requirements Based on TSC.

TSC	OFDA Months Required (See Para. 2.6.2.3.)	Aviation Service (AS)	Continuous ACIP Through
A	96	12 Years	18 Years AS
	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
B (Note 1)	96 or 108	12 Years	18 Years AS
	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
C (Note 2)	72 <108	12 Years (1 Oct 91)	18 Years AS
Ex. A	120	18 Years	22 Years AS
	144	18 Years	25 Years AS
Ex. B	108 <132	18 years (1 Oct 91)	22 Years AS
Ex. B	144	18 Years	25 Years AS
Ex. C	132	18 Years (1 Oct 91)	25 Years AS
D (Note 3)	72	12 Years	18 Years AS
	108	18 Years	22 Years AS
	132	18 Years	25 Years AS
E (Note 4)	108	18 Years	22 Years AS
	132	18 Years	25 Years AS

NOTES:

1. If at 12 years of aviation service the individual has 72 months of OFDA, but less than 96 or 108 months, his or her ASC will change to "5Y" conditional status until 15 years of aviation service. This will flag in ARMS that the individual needs to be looked at on his or her 15th year of aviation service. If the individual has 96 or 108 months (whichever the member's 12-year gate requirement was) of OFDA by the 15th year of aviation service, he or she will receive continuous ACIP until the 18th year of aviation service and their ASC will change to "2Y." If the individual has less than 96 or 108 months (their 12-year gate requirement) of OFDA, he or she will remain in conditional status ASC "5Y" until 18 years of aviation service, where HARM offices will again look at the individual.
2. Individuals in this category will be grandfathered to the OFDA requirements under the ACIA of 1974, although they have not reached the 12th or 18th year of aviation service, if they met the OFDA requirements of 72, 108, and 132 months on 1 October 1991. Otherwise, they must meet the OFDA requirements listed above at 18 years of aviation service. When an individual reaches their 12th or 18th year of aviation service, they will receive the appropriate entitlement status

code required at that time. If individuals do not meet the required OFDA for continuous ACIP, they enter conditional status.

Example A. If an individual has 72 months of OFDA, but less than 108 months on 1 October 1991, he or she will receive continuous ACIP through 18 years of aviation service. However, at the 18th year of aviation service they must meet the revised criteria of 120 and 144 months OFDA under the ACIA of 1989 to be paid continuous ACIP through 22 and 25 years of aviation service.

Example B. If an individual has 108 months of OFDA, but less than 132 months on 1 October 1991, he or she will receive continuous ACIP through 22 years of aviation service. However, at the 18th year of aviation service they must meet the 144 months of OFDA requirement under the ACIA of 1989 to be paid continuous ACIP through 25 years of aviation service.

Example C. If an individual had 132 months of OFDA on 1 October 1991, he or she will receive continuous ACIP until 25 years of aviation service. When an individual reaches their 12th or 18th year of aviation service, they will receive the appropriate entitlement status code required at that time. If individuals do not meet the required OFDA for continuous ACIP, they enter conditional status.

3. Individuals with TSCs D and E are totally grandfathered under the ACIA of 1974 and must meet the requirements above for continuous ACIP. If TSC D and E individuals do not meet the required OFDA for continuous ACIP they will enter conditional status.

2.6. Rated Officer and Career Enlisted Aviator Operational Flying Duty. To control the award of operational flying duty credit required by public law, HARM offices must assign active operational fliers (FSC A) who fail to perform flying duties to a temporary status (FSC S) until: they again meet the requirements of this instruction; are disqualified for Aviation Service; or are reassigned to non-flying duty. Active rated officers and CEAs recommended for DNIF are identified in ARMS by a physical availability date and code. When the DNIF is expected to last more than 30 days or has lasted for 30 days, ARMS automatically reports the member on the Headquarters Operations Resource Information System interface as FSC G. (The FSC G is for reporting purposes only.) Such personnel are entitled to Operational Flying Duty Accumulation (OFDA). An AO change is not necessary. Individuals continue to accumulate operational flying duty credit until FSC S applies.

2.6.1. Operational flying is flying performed in assignments which require an individual to maintain basic aircrew flying skills. Rated officers and CEAs must attain and maintain, as a minimum, basic aircraft qualification in mission or support aircraft. One of the following indicates the need to fly:

2.6.1.1. The assigned API code associated with a specific position.

2.6.1.2. Assignment to a formal course of flying instruction.

2.6.1.3. A case-by-case determination by HQ USAF/XOO when unusual circumstances dictate.

2.6.2. The requirement for the Air Force to track the flying activity of rated members, other than flight surgeons and UFT students, is based upon the Aviation Career Incentive Act (ACIA) of 1974 and the ACIA of 1989, FY 96 NDAA, and FY 99 NDAA. These acts establish the criteria to determine eligibility for ACIP. The requirement to track flight activity of CEAs is based upon the FY 00 NDAA.

2.6.2.1. The 1974 Act sets standards of minimum experience necessary to receive ACIP; these are: at least 72 months (6 years) of operational flying completed prior to the 12th year of aviation service and 108 months (9 years) of flying completed by the 18th year of aviation service. Individuals meeting these gates are, if otherwise qualified (medically and physiologically [if applicable]), entitled to continuous ACIP until the 22nd year of aviation service (using an individual's ASD), without meeting a specific flying performance standard. Members who complete at least 132 months (11 years) of operational flying by the 18th year of aviation service receive, if otherwise qualified, continuous entitlement to ACIP until the 25th year of aviation service. Those who fail to meet the standards are conditionally entitled to ACIP only through a minimum performance standard by flying an average of four hours per month (two hours for ARC members) while assigned to operational flying duties. In addition, rated officers with over 25 years of aviation service (grade O-6 and below) and assigned to operational flying positions may receive conditional ACIP.

NOTE: An officer's ASD is normally the date he or she began UFT. (See AFI 11-402 for additional guidance.)

2.6.2.2. The 1989 Act modified the required OFDA months rated officers must achieve for ACIP entitlement. The new law established revised OFDA requirements of 9, 10, and 12 years from earlier requirement of 6, 9, and 11 years. The effective date for the new criteria was 1 October 1991. On 1 October 1991, the USAF began transition to the new gate structure and rated members were assigned Transition Status Codes (TSC) in order to determine their gate requirements. Rated officers with ASDs of 1 October 1985 and later were required to meet the 9, 10, and 12-year OFDA requirements under the ACIA of 1989. However, the FY96 NDAA again modified gate requirements.

2.6.2.3. The FY 96 NDAA modified the required gates rated officers must achieve for ACIP entitlement established by the 1989 Act. The new law established revised OFDA requirements for rated members who completed, or will complete, 12 years of aviation service on, or after, 10 Feb 1996. Rated members with the TSC of A must perform 8 years or more of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated members who completed 12 or more years of aviation service prior to 10 Feb 1996 must have performed at least 9 years of OFDA within their first 12 years of aviation service to qualify for continuous ACIP through 18 years of aviation service. Rated members who did not meet the original 9 years of OFDA and are beyond 12 years of aviation service remain entitled to conditional ACIP contingent upon meeting the monthly flying hour requirement.

2.6.2.4. The FY 99 NDAA changed the way ACIP was computed for all rated officers. Previously, eligibility was based on the anniversary of the Officer Service Date (OSD). The FY 99 NDAA changed the eligibility to the anniversary of the ASD. This change did not apply to those fliers who had passed their 22 or 25 years of OSD and had their ACIP terminated under the ACIA of 1974.

2.6.2.5. The FY 00 NDAA set standards of minimum experience necessary for CEAs to receive CEFIP: at least 72 months (6 years) of operational flying completed prior to the 10th year of aviation service and 108 months (9 years) of flying completed by the 15th year of aviation service, and 168 months (14 years) completed by the 20th year of aviation service. Individuals meeting these gates are, if otherwise qualified (medically and physiologically [if applicable]), entitled to continuous CEFIP until their 25th year of aviation service and without meeting a specific flying perfor-

mance standard. Those members who fail to meet the standards are entitled to conditional CEFIP only through a minimum performance standard by flying an average of four hours per month (two hours for ARC members) while assigned to operational flying duties until they reach their next gate.

2.6.3. In accordance with Title 37, U.S. Code, Section 301a and AFI 36-2110 paragraph 2.9, it is Air Force policy that as many members as possible complete at least 10 years of operational flying (second gate) by the 18th year of aviation service, however not all officers will fulfill the requirements to receive ACIP through 25 years of aviation service (third gate).

2.6.4. OFDA Computations. To receive credit for a month of OFDA, an individual must:

2.6.4.1. Be assigned to primary or corollary duties that require flying and perform valid flying duties in the current month or preceding three months which authorize OFDA credit.

2.6.4.2. Be assigned to rated/CEA in-flight or similar AVO duties in an FSC A, U, X, or Z for at least 15 days within each calendar month that he or she received operational flying credit from the current month of creditable flying or previous three months of creditable flying duty. Rated officers or CEA members assigned to an active flying billet pending a PCS assignment to an inactive assignment should ensure that they sign out on or later than the 16th day of the month in order to receive OFDA credit. They must have also performed OFDA-creditable flying within three months of the departure month.

2.6.4.3. Have no more than 18 years of aviation service for rated officers and 20 years of aviation service for career enlisted aviators.

2.6.4.4. Individuals initially assigned to flying duty (FSC A) or returning to such duty from a disqualified or inactive status, other than FSC S, receive OFDA credit from the date of assignment of an active FSC. If such individuals do not fly within three months of that date, retroactively change the active FSC to FSC S, effective the day following the date of initial assignment of the active FSC. Deduct OFDA credit (which began accruing with assignment of the original active FSC) and terminate OFDA credit. Assign an active FSC when flying begins, effective two months before the date of the first flight. OFDA credit begins from that date. **EXAMPLE:** Captain Wiggins is assigned FSC A on 19 December but first flies on 17 April. On 20 March, the HARM changes the FSC A to an S, effective 20 December. Captain Wiggins accumulated three months OFDA credit for January, February, and March. (Do not credit December because less than 15 days was in an active ASC during that month.) The FSC S action deducts the three months credited and stops further accumulation. On 17 April, change the FSC S to FSC A, effective 17 February. This retroactive change restarts OFDA credit. Do not award OFDA credit for February (less than 15 days assigned), but do award credit for March and April. Credit continues to accumulate until the individual fails to perform for a period greater than three months.

NOTE: Non-performance does not apply to CEAs prior to 1 Oct 99; however, CEAs who were on active flying status as of 1 Oct 99 are considered “initially assigned to flying duties (FSC A)” effective 1 Oct 99. The guidance in this paragraph applies. For example, SSgt Harris, a flight engineer, was on 9D status from 5 Sep 94 through 30 Sep 99. Effective 1 Oct 99, her ASC was changed from 9D to AA. Her first flight after initial assignment to FSC A was 15 Feb 00. Therefore, the HARM office processed an AO to change her ASC from AA to AS (Inactive-Nonperformance) effective 2 Oct 99, the day after her initial assignment to FSC A. The HARM office then processes a subsequent AO to change SSgt Harris’ FSC from S to FSC A effective 15 Dec 99, two months prior to the date of her first flight.

2.6.4.5. When aircrew members who are actively flying prior to reaching 18 years (rated) and 20 years (CEA) of aviation service do not perform by the end of the third month following the month in which flying duties were last performed, change FSC to "S" and stop OFDA credit. The FSC becomes A when flying begins effective on the date of flight. Do not award retroactive credit. **EXAMPLE:** Lt Ostrowski flew on 14 May and did not fly again until 18 November. The HARM assigns FSC S on 1 September. Credit OFDA for May, June, July, and August. The HARM changes the FSC back to "A" on 18 November. There is no OFDA credit for November because assignment to FSC A was less than 15 days.

2.7. OFDA Waivers. The Aviation Career Improvement Act of 1989 authorized the Secretary of the Air Force (SECAF) to waive OFDA requirements for rated officers and CEAs who are unable to meet their flying gates due to reasons beyond their control. Each year, MAJCOM commanders submit nominations for Lieutenant Colonels and below to HQ USAF/XOOT or, for CMSgts and Colonels and above, to HQ USAF/AFSLMO for staffing to SECAF. To implement this program the following procedures apply:

2.7.1. Rated officers assigned TSCs A, B, C, and CEAs are eligible for flying gate waivers. Because TSC D and E rated officers were grandfathered to the pre-ACIA of 1989 OFDA requirements, they are not eligible for flying gate waivers. Candidate rated officers must have at least 72 months (6 years) of OFDA credit. Candidate CEAs must have at least 60 months (5 years) of OFDA credit prior to the gate the waiver is being submitted for.

2.7.1.1. For retroactive gate waivers which are approved by SECAF, for rated officers who obtain 72 months or CEAs who obtain 60 months of OFDA credit after their 12 or 10 years of aviation service respectively, members will be authorized continuous AOs from the month in which they completed 72 or 60 months credit. (Members are not qualified for continuous entitlement prior to meeting qualification requirements). For example: Major Blinn reached her 12 year flying gate on 18 January 00 and only accumulated 60 months of OFDA, 36 months short of the 12 year gate requirement and was assigned ASC 5A, conditional entitlement status. On 17 January 01 she accumulated 72 months of OFDA and applied for a waiver of her 12 year gate requirements on that date. SECAF approved a 24-month OFDA waiver on 15 April 01 and Major Blinn's HARM was directed to publish an AO changing Major Blinn's ASC from 5A to 2A effective 17 January 01 and start continuous ACIP.

2.7.1.2. For gate waivers submitted from the MAJCOM or equivalent, and approved by SECAF prior to loss of continuous pay, members will be authorized continuous AOs from the gate anniversary date (if otherwise qualified).

2.7.1.3. For gate waivers submitted from the MAJCOM or equivalent, and approved by SECAF after the loss of continuous pay, members will be authorized AOs (continuous entitlement status) from the date the member submitted to the MAJCOM or equivalent (if otherwise qualified).

2.7.2. MAJCOM commanders may submit OFDA waiver nominations only when the member failed to achieve gates due to reasons beyond his or her control. For example: banked UPT graduates, extended DNIFs, individuals assigned to deactivating/draw down flying units or Air Liaison Officer assignments who cannot be placed into another flying position, and rated officers assigned to non-flying duties necessary to comply with the requirements of the Goldwater-Nichols Act (joint duty schools/follow-on tours) or the Acquisition Public Law.

2.7.2.1. Officers and CEAs selected for highly competitive and nominative assignments that are decided at AF/AFPC/MAJCOM central selection boards, such as the School of Advanced Aerospace Studies or other services' equivalent schools and command positions, merit OFDA waiver consideration, when those assignments are specifically responsible for rated officers and CEA missing an OFDA gate. It is in the best interests of the Air Force to assign selected individuals to certain specific assignments following Professional Military Education (eg. joint duty schools and joint tours) or AFIT completion. Should such assignments jeopardize the achievement of OFDA gates, place appropriate documentation in the member's personnel record. Documentation will include reasons why the member was assigned to a non-flying position (see paragraph 2.7.7..

2.7.3. Rated officers receiving acquisition bonus monies may not be eligible for OFDA waivers.

2.7.4. Lost OFDA months due to time spent under flying status code K (inactive--lack of support) does not meet this criteria unless the officer or CEA was assigned to a unit undergoing draw down or conversion to an aircraft where the individual's specialty was not required (i.e., an F-4 navigator assigned to a unit converting to single-place fighters), or when the unit aircraft was operationally grounded. Individuals must meet both K code and draw down, conversion, or grounding criteria to be considered for a waiver.

2.7.5. Individuals who received an OFDA waiver are not eligible for a second waiver.

2.7.6. OFDA waivers will not apply to individuals who voluntarily turn down a flying opportunity or elect to move to a non-flying position, which would preclude the possibility of meeting their OFDA requirements (except as provided for in paragraph 2.7.2.1.. When an individual declines an opportunity to fly and is selected for a non-flying assignment, document this action in the member's personnel record, as specified in paragraph 2.7.7. Reference the flying assignment that was declined.

2.7.7. AFPC/DPA or HQ USAF/AFSLMO will document that the above situations existed at the time of assignment to establish an audit trail. (MAJCOMs will verify flying status code K criteria.) This may then be used to verify why OFDA waiver candidates were unable to achieve their flying gates.

2.7.8. MAJCOM commanders will forward OFDA waiver nominations to HQ USAF/XOOT for Lieutenant Colonels and below, or to HQ USAF/AFSLMO for CMSgts, Colonels and above (include brief, individual narratives, and individual's current Aviation Audit worksheet).

2.7.9. Submit OFDA waiver requests no earlier than the year prior to loss of flight pay. Submissions will be to the servicing HARM office and staffed to the MAJCOM. For members assigned to Headquarters, USAF, submit waivers through the individual's supervisory chain of command (DP, XO, XP, etc.), then to XOOT or AFSLMO. For members not assigned to an Air Force MAJCOM (i.e. members assigned to organizations such as USCENTCOM, USPACOM, or USSTRATCOM), individuals will submit packages to their servicing Air Force HARM, which will staff requests packages to the HARM MAJCOM. As a minimum, the submission will include the member's dated request letter, Aviation Service Worksheet, justification for OFDA request, Military Personnel Data System duty history (SURF), and any other documents to support justification. Packages forwarded to HAF for SECAF approval must also contain MAJCOM (or equivalent) indorsement.

2.7.9.1. HARMS will review the package for accuracy and validate eligibility criteria is IAW this instruction. Review ARMS data/member's FRF to validate TSC code. Do not forward TSCs not authorized OFDA waivers (TSC D and E).

2.7.9.2. Commanders ensure waivers are submitted within the year prior to the applicable gate member submitted a waiver of requirements for.

2.7.9.2.1. If the rated officer requests waiver of the first gate, submit their name during the officer's 11th year of aviation service; the 17th year of aviation service for a waiver of the second gate; and the 21st year of aviation service for a waiver of the third gate.

2.7.9.2.2. If the CEA requests a waiver of the first gate, submit their name during the individual's 9th year of aviation service; the 14th year of aviation service for a waiver of the second gate; and the 19th year of aviation service for a waiver of the third gate.

2.7.10. Eligibility criteria for Air Battle Manager gate waivers. In order to be considered, the ABM must meet all of the following criteria.

2.7.10.1. In addition to using existing criteria in rated directives, an ABM must be eligible for Aviation Career Incentive Pay as specified in HQ USAF/XO message dated 2 Oct 99 (Subj: Rating Air Battle Managers), and have an established Aviation Service Date.

2.7.10.2. Must comply with provisions of para 2.7., above.

2.7.10.3. The following ABM duties that commenced after the establishment of the ASD and prior to 1 Oct 99, including ABM duties in which the individual was serving an uninterrupted assignment beyond 1 Oct 99 may count toward an OFDA waiver on a month-to-month equivalent (not to exceed the minimum gate month requirement) if the member was assigned and performed primary duties as a mission ready Air Weapons Director, Senior Director, Air Surveillance Officer, Interface Control Officer, or Mission Crew Commander at a Ground Theater Air Control System or Air Defense unit that had an operational wartime mission (Designed Operational Capability) or was formally attached to one of these line units and counted toward its SORTS rating.

2.7.10.4. After the ASD and prior to 1 Oct 99, an ABM on aviation orders and receiving Hazardous Duty Incentive Pay may credit the entire month if the individual performed ABM primary operational flying duty at least one day within that same month (not to exceed the minimum gate month requirement).

2.7.11. After HQ USAF/XOOT or HQ USAF/AFLSMO verifies that the above criteria were met, HQ USAF/XO and HQ USAF/DP staff representatives will review and forward nominations to SECAF for consideration of an OFDA waiver (not to exceed minimum gate month requirement).

2.7.12. MAJCOMs are responsible to ensure each individual eligible for an OFDA waiver is considered for a waiver.

2.7.12.1. The MAJCOM OFDA waiver process must include Operations Staff (DO) and Personnel Staff (DP) to ensure compliance with all regulations and laws. Prior to MAJCOM/CC approval, each waiver may be sent to HQ USAF/XOOT or HQ USAF/AFSLMO for an informal review. Each submitted package must include a Staff Summary Sheet stating the case, any correspondences written by the individual and/or their chain of command, a current Aviation Audit worksheet for the individual (obtained from individual's HARM), current ARMS IDS, and any other relevant background information on the case.

2.7.12.2. HQ USAF/XOOT or HQ USAF/AFSLMO will provide a recommendation to the submitting MAJCOM staff stating their assessment of the validity of each case. This assessment may be used by the MAJCOM staff to decide whether or not to forward a formal package.

2.7.13. AFRC and ANG will develop initial MAJCOM procedures for reviewing OFDA waiver packages. Following MAJCOM/CC approval, forward OFDA waiver packages to HQ USAF/XOOT or HQ USAF/AFSLMO for processing and final action.

2.8. Taking Part in Flying by Rated Officers. Public law and DoD directives restrict active rated flying to officers in positions that require maintaining flying skills. If certain SECAF approved mission requirements are more than the number of such officers locally assigned, a minimum number of other qualified members of the authorized rated inventory may also be assigned rated aircrew duties.

2.8.1. Flying duties are assigned in the following precedence:

2.8.1.1. API 1 or 2 officers assigned to support the weapon system crew ratio.

2.8.1.2. Student officers assigned to a formal course of flying training.

2.8.1.3. Officers assigned to positions coded API 6 or 8.

2.8.1.4. Officers assigned to positions at MAJCOM or FOA level or below coded API 3 or 4, or non-rated (API 0). Assign such officers to rated aircrew duties on the basis of the most recent aviation service date, if:

2.8.1.4.1. Their assignments provide at least 24 months of local flying availability (12 months at short tour bases) from the date they were first qualified.

2.8.1.4.2. The flying assignment is to an approved operational support mission specifically designated by HQ USAF.

2.8.1.5. Crewmembers cannot perform flight duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform their official aircrew duties.

2.8.2. Special Circumstances.

2.8.2.1. If special circumstances require active temporary (180 days or less) operational flying that is not according to paragraph [2.8.1.](#), HQ USAF/XOO may approve exceptions on an individual case basis (FAC 6/E waiver).

2.8.2.2. If special circumstances require rated officers to perform temporary in-flight non-rated or non-crew (operational support duties) duties, HARMs change the member's FAC to an 8 in ARMS. For rated officers who were in inactive status, publish an AO, with the FAC 8, FSC J, and document in remark section of AO: "Rated Officer assigned to perform in-flight non-rated (or non-crew) duties." Officers performing non-rated duties log aircrew certification code "Z" on the AFTO Form 781 and flight time does not count towards OFDA or ACIP entitlement.

2.8.3. Do not assign active flying duties to members who are scheduled for an academic instruction course of 90 days or more. Member will be assigned an FSC L.

2.8.4. Reserve officers not on extended active duty (EAD) may be assigned to inactive rated positions (API 3 or API 4).

2.8.4.1. Send requests for removing Reservists from flying to HQ AFRC/DOTS (with copies to HQ USAF/REO and HQ USAF/XOOT) for approval.

2.8.4.2. Send requests for removing ANG personnel from flying to NGB/CF (with a copy to HQ USAF/XOOT) for approval.

2.9. Additional Ratings. Aircrew personnel will comply with requirements of this instruction and applicable Air Force aircrew training publications that pertain to their current aeronautical rating.

2.10. Flight Surgeon Flying Policy.

2.10.1. A flight surgeon who has an additional pilot or navigator rating, and is assigned flight surgeon position (API 5), flies only as a flight surgeon, unless selected and approved as a pilot-physician or navigator-physician IAW AFI 11-405. Pilot-physicians/navigator-physicians assigned to active flying positions (API 1/2) fly as line pilots/navigators. HQ USAF/XO authorizes exceptions upon request, with complete justification from the Surgeon General (HQ USAF/SG). Flight surgeons who hold valid pilot or navigator ratings are entitled to only conditional ACIP and OFDA credit is not authorized, even when assigned to API 1/2 positions.

2.10.2. Flight surgeons must be medically and physiologically (if applicable) qualified, and maintain flight medicine credentials before being authorized active flying status. In addition, they must be assigned to an API 5 unit manpower document (UMD) position with Duty Air Force Specialty Code (DAFSC) 48XX, or 40C0C with an additional AFSC of 48XX, be on active flying status AOs (including aircraft AOs), and be qualified in the aircraft to receive conditional ACIP. IAW DoD FMR 7000.14-R, Volume 7a, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, flight surgeons are conditional fliers and qualification for entitlement to conditional ACIP is earned by completing a prescribed minimum number of operational flying hours per month, and by performing the minimum flying hour requirements IAW the DoD FMR and AFI 11-421, *Aviation Resource Management*.

2.10.2.1. When flight surgeons are assigned to non-API coded "0" positions, AOs will be terminated and members will be assigned ASC 8J. Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules. Flight surgeons not qualified in an aircraft, on inactive AOs, or observing ground-based UAV aircrew will log only "Other" flight time and document remarks on the reverse side of AFTO Form 781 (for example, "Inactive flight surgeon," or "Flight surgeon not qualified in aircraft"). Paragraphs [2.16.3.](#) through [2.16.5.](#) apply.

2.10.3. Pilot-Physician Procedures. AFI 11-405, *The Pilot-Physician Program*, prescribes procedures for the US Air Force Pilot-Physician Program. Pilot-physicians remain conditional fliers for ACIP entitlement and do not earn OFDA credit. Except as noted above, active flying pilot-physicians will be assigned ASC 8A, FAC 9, and API 5, and hold the DAFSC of 48VX. Retain members in ESC 8 beyond 25 years of aviation service. Credit flight time logged as a pilot towards advanced pilot and flight surgeon ratings (only when member is assigned FAC 9) and ACIP entitlement.

2.10.4. Critical Care Air Transport Team (CCATT) Procedures. Both active and inactive flight surgeons may be tasked to assist CCATTs with patients on a mission.

2.10.4.1. Active flight surgeons assigned to API 5 positions, with ASC 8A on current aircraft AOs, are authorized to log crew position "FS" and primary time on all USAF aircraft missions based on their aircraft qualification.

2.10.4.2. Inactive flight surgeons assigned to API 0 positions, in ASC 8J and tasked to perform CCATT non-crew duties, are authorized to log "FZ" crew position and primary time on these missions. When authorized, the member's HARM office will process the operational support AO.

Assign FAC 8, and include AO remarks: "Rated officer tasked to perform CCATT non-crew FAC 8 duties. Crew position FZ and non-crew HDIP authorized." The member's ASC remains ASC 8J.

2.11. Taking Part in Flying by Career Enlisted Aviators.

2.11.1. Flying duties are assigned in the following precedence:

2.11.1.1. API A or B CEAs assigned to support the weapon system crew ratio, flying training instruction duty, operational test and evaluation functions, Foreign Military Sales (FMS), etc.

2.11.1.2. Students assigned to a formal course of flying training.

2.11.1.3. Career enlisted aviators assigned to positions coded API B or D.

2.11.1.4. Career enlisted aviators assigned to positions at MAJCOM or FOA level or below coded API C or E. Assign career enlisted aviators API C or E aircrew duties on the basis of the most recent aviation service and be careful not to cause the member to fall short of meeting OFDA credit.

2.11.2. Do not assign active flying duties to members who are scheduled for an academic instruction course of 90 days or more.

2.11.3. Crewmembers cannot perform flying duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform their official aircrew duties.

2.11.4. If special circumstances require active temporary (180 days or less) flying that is not IAW paragraph [2.11.1.](#), HQ USAF/XOO may approve exceptions on an individual case basis (FAC E waiver).

2.12. Taking Part in Flying by Non-rated Officer and Enlisted Members.

2.12.1. Qualified personnel assigned to designated aircrew positions established in AFI 65-503 are shown as non-rated aircrew members (FSC D). Non-rated aircrew members are included onboard flights when their presence is required for the aircraft to accomplish its primary tasked mission. This is their full-time duty. When a full-time presence is not required, operational support flying may be applicable (see paragraph [2.12.2.](#)). Non-rated aircrew members will maintain flying class III physicals.

2.12.1.1. Enlisted aircrew members require an aircrew prefix of X (Basic Aircrew), K (Instructor), or Q (Evaluator).

2.12.1.2. Non-rated officer aircrew members may be assigned to duty positions with an AFSC prefix of X (Basic Aircrew), B (Squadron Operations Officer), C (Commander), F (Flight Test), K (Instructor), or Q (Evaluator).

2.12.1.2.1. When a non-rated officer is assigned to an authorized "X" or "J" coded UMD position which is also a Commander (C prefix) position, the "C" prefix takes precedent over the "X" and "J"; however, in such cases, the "C" prefix does not eliminate the authorization to fly or jump. Therefore, place a remark on the individual's AO "member occupies an X (or "J" coded) UMD prefix position."

2.12.1.2.2. When a non-rated officer fills a position as a Squadron Operations Officer (B prefix) that is also authorized as an aircrew or parachutist (X or J UMD position), place a remark on the individual's AO "member occupies an X (or J coded) UMD prefix position."

2.12.1.2.3. FSC J (Inactive) or L (TDY School) identifies non-rated crewmembers not assigned to active flying positions. AOs terminate authorization to fly and entitlement to incentive pay.

2.12.2. FSC C (Ops Support) identifies non-rated personnel required to perform essential inflight duties which cannot be accomplished by rated officers, CEAs or non-rated aircrew members. Operational Support fliers may be required to fly on an occasional basis. However, their assigned full-time duties do not require them to be onboard the aircraft to accomplish its assigned primary mission. When their requirement to fly terminates, flight record responsibility ends. Process requests for operational support flying IAW AFI 11-402. Authorized man-months are required prior to issuance of AOs.

2.12.3. Aerospace physiologists (DAFSC 43AX) and Human Performance Training Teams (DAFSC 4M0X1) are authorized to participate in flight duties as observers on a noninterference basis. HARM offices will publish AOs according to this instruction and MAJCOM directives. Neither aviation career incentive pay nor flying duty credit are authorized, with the exception of personnel who provide high altitude airdrop mission support. Paragraphs 2.16.3. through 2.16.5. apply. Personnel who fly in support of high altitude airdrop missions will comply with AFI 11-402.

2.12.4. Other non-rated members who fly occasionally to perform specific tasks (e.g., administrative duties, evaluation of equipment, maintenance, passenger escort, security for classified documents, crew chiefs who perform duties on the ground at the final destination or points enroute and other duties not authorized as operational support IAW AFI 11-402) may have AOs published according to this instruction and MAJCOM directives. Members who fly occasionally to obtain familiarity with the flying environment or directed to perform specific inflight duties on an infrequent or irregular basis (Commanders [including unit commanders], Operations Officers, and supervisory personnel) may do so under the guidelines of paragraph 1.6. Individuals in these categories will fly on a non-interference basis; neither flying incentive pays nor OFDA credit are authorized; and flying is restricted to aircraft with adequate facilities for transporting passengers (reference DoD 4515.13-R, which restricts passenger travel in aircraft, such as, but not limited to, fighter aircraft, which are not designed or normally configured for passenger carrying capability). Paragraphs 2.16.3. and 2.16.5. apply. **EXCEPTION:** Members who fly on non-interference AOs will not be placed on the AFTO Form 781 (see paragraph 1.6.2.2.).

NOTE: The frequency a member is required to perform in-flight tasks must be considered when commanders request AOs for non-interference fliers. Non-interference fliers who are not on AOs will be listed on the passenger manifest.

2.12.5. Aircrew members not formally entered into Initial Qualification Training (e.g., Pre-Initial Qualification Training) will do so under orientation flight guidelines of paragraph 1.9.4.7.

2.12.6. Crewmembers will not perform flying duties while on leave, permissive TDY, non-flying TDY, or participating in an orientation flight, unless required to perform their official aircrew duties.

Section 2B—Supervisory Operational Flying Positions

2.13. Supervisory Position Criteria. To conserve available resources, clearly identify rated officers and CEA supervisory positions where the incumbent must actively fly in API 6, 8, B, and D positions to perform assigned duties.

2.13.1. **(Added-ANG)** NGB Staff flyers are defined as an aviator assigned to NGB, Air National Guard Statutory Tour Program, ANG/AFRC Test Center (AATC), or MAJCOM Staff Integrators who perform aeronautical duties with ANG units. Staff flyers will comply with the following:

2.13.2. **(Added-ANG)** Know flight currency requirements outlined in applicable ANG/Air Force (AF)/Gaining Command directives.

2.13.3. **(Added-ANG)** All aircrew members entering the NGB/ANG staff program will contact ANG/XOOS for assistance, attachment to a supervisory flying unit (if applicable) and instructions for staff flying. ANG/XOOS will provide the flyer with a “Letter of Attachment,” indicating the unit where the individual will perform the majority of his/her flying, and also identify the unit’s responsibilities for supporting the flyer. Aircrews will provide the Supervisor of Flying or Operations Officer of the supporting unit (unit providing sortie support) with documentation verifying currencies, egress training, flight qualification, medical clearance, etc., prior to performing aeronautical duties. Those aviators in non flying positions (API “0 or 4”) assigned to an NGB statutory tour and physically located in the National Capital Region, will have their flight records maintained by the 89th HARM (AJXF) located on Andrews AFB (89 OSS/OSTR, 1240 Menoher Drive, Andrews AFB, MD 20762).

2.13.3.1. **(Added-ANG)** The individual will maintain Stan Eval and aircrew training records at the supporting host unit and provide flight/training documentation as accomplished and/or as requested. Currency requirements IAW applicable directives at the Basic Aircraft Qualification (BAQ)/Non-Mission Ready (NMR), Basic Mission Capable (BMC), or Mission Ready (MR) level will be satisfied and tracked. A dummy record will be built into the ARMS for tracking purposes.

2.14. Supervisory Flying.

2.14.1. Rated officers and CEA supervisory flying is necessary to ensure that appropriate rated staff officers maintain a current and comprehensive background in the overall flying operations of the organization. Although occasional indoctrination flights normally maintain inactive rated staff officers and career enlisted aviators at an acceptable level of experience for their jobs, it is Air Force policy that key supervisors closely involved in their organization's flying mission must maintain their basic flying skills sufficiently to provide them with expert awareness of most aspects of their unit’s mission.

2.14.2. Supervisory flying should be performed to the maximum extent possible in primary mission aircraft inventory (PMAI) associated with the position. However, in the interest of fiscal responsibility, when PMAI resources are not available or not practical to use, and maintenance of flying skills is mandatory, supervisory flying may be performed in the most cost-effective aircraft available.

2.14.3. Commanders (including unit commanders) authorized to designate rated and CEA supervisory positions must minimize the impact of such flying and only those positions where active flying is essential are designated as API 6, 8, B, or D. Designating authorities are:

2.14.3.1. **General Officer.** The Chief of Staff designates general officer operational flying positions. MAJCOMs are not authorized to make adjustments without the Chief of Staff's approval (See [Table 2.10.](#)).

Table 2.10. General Officer Operational Flying Positions.

The following general officer joint positions are authorized to be operational flying positions when filled by USAF general officers. General officers in these positions are requested to advise AF/XO should they elect to maintain operational flying status.	
Duty Title	Organization
Chairman	Joint Chiefs of Staff
Vice Chairman	
Commander	Unified Commands
Deputy Commander	
Special Operations Component Commanders Assigned to Unified Commands (SOCCENT, SOCEUR, SOCJFCOM, SOCPAC, SOCSOUTH)	
SWA/CC	
USMTM/CC Saudi Arabia	USCENTCOM
CTF-NW/CC	USEUCOM
NAEWF/CC	SHAPE
The following are designated as USAF general officer operational flying positions.	
Chief of Staff	HQ USAF
Vice Chief of Staff	
DCS/Air and Space Operations	
Commander, Vice Commander, and Director of Operations	ACC, AETC, AFMC, AFSOC, AFSPC, AMC, PACAF, USAFE
Superintendent, 34 TRW/CC, and Dean of Faculty	USAF A
Numbered Air Force Commander, Vice Commander	ACC, AMC, PACAF, USAFE
Wing Commander	
Numbered Air Force Commander, AU/CC (AU/CV when AU/CC is not a rated officer)	AETC
Wing Commander	
Commander, AFFTC	AFMC

Commander	AFOTEC
Commander, AMWC	AMC
Expeditionary Mobility Task Force Commander (EMTF/CC)	
Commander, 89 MDG	
The following AFRC positions are designated as general officer operational flying positions.	
Commander (Dual-hatted as AF/RE)	AFRC
Vice Commander	
Director of Operations	
Numbered Air Force Commander, Vice Commander	
Wing Commander	
The following ANG positions are designated as general officer operational flying positions.	
Numbered Air Force Commander	ANG
Wing Commander	

2.14.3.2. **Colonel.** MAJCOMs designate colonel active flying positions (API 8) by forwarding AF Form 480, **Aircrew AFSC/Active Flying Justification**, for review and approval to HQ USAF/AFSLMO (see AFI 38-201, *Determining Manpower Requirements*). Colonel flying positions should only be for individuals who directly supervise aircraft flying operations, flight safety, standardization/evaluation programs, and operational readiness inspection programs. Should positions not warrant full time flying, there may be justification for the individual to participate in the indoctrination flying program.

2.14.3.3. **Lieutenant Colonel and Below.** MAJCOMs designate Lt Colonel-and-below rated officer and CEA positions that require active flying IAW AFI 38-201. If the position requires an AF Form 480, provide justification for flying on the form. Normally, API 8 positions are only authorized above wing level (NAF/FOA/DRU/MAJCOM) in safety, inspector general, and standardization/evaluation functional areas in which flying is a requirement associated with the position. On occasion, justification may exist for an aircrew member to fly while in inactive status; see paragraph 2.16.

2.14.3.4. **(Added-ANG)** Under no circumstances will individuals assigned to State Staff or NGB Supervisory (API 8) positions be multiple-qualified.

2.14.3.5. **(Added-ANG)** All Wing commander positions are assigned an API 6, and must be either MR or Mission Capable (MC) in a unit primary assigned aircraft (PAA), IAW the applicable aircrew training publications and this instruction.

2.14.3.6. **(Added-ANG)** Full-time air commanders (GM-15), vice air commanders (GM-14) or air operations officers (GM-14), with an approved compatibility waiver, assigned to State/ Headquarters (HQs) Staff General Officer position (other than The Adjutant General {TAG}) may continue to actively fly until their technician status is terminated, Federal Recognition as a General Officer is granted, or up to 18 months, whichever occurs first. The General Officer position on the

Headquarters' UMD will reflect an API 8 as long as a colonel occupies the position. Personnel assigned to these positions will fly only as MC flyers IAW applicable aircrew training publications.

2.15. Supervisory Position Limitations. MAJCOMs will establish procedures to review API 6, 8, B, and D supervisory flying positions whose incumbents are assigned FSC K (lack of support) when adequate support will not be available within six months. Where practical, return such positions to API 3, 4, C or E.

2.15.1. **(Added-ANG)** The State/HQs Staff Director of Operations position in State Manpower Category A and B states (ANGI 38-101, *ANG State Headquarters Manpower/Organization Guide*) are authorized to fly as BMC (fighters) or BAQ (heavies) status in one MDS within their State's control IAW the applicable aircrew training publications for the MDS being flown.

2.16. Flying by Individuals in Inactive Status. Occasionally, a rated officer or CEA in inactive status may be required to perform operational flying on a temporary basis to complete a specific official task (for example, to evaluate an operational flying procedure, review flying training effectiveness, take part in a flying exercise or test program, or become familiar with a specific operational weapon system and procedure). The following policy applies:

2.16.1. MAJCOMs (or MAJCOM equivalents) select and authorize rated staff and CEA positions for indoctrination flying. Indoctrination flying allows inflight observations of mission equipment or procedures that will benefit the organization. Incumbent must request to fly. Take a conservative approach in designating these positions. MAJCOMs (or MAJCOM equivalents) will establish procedures for approval of indoctrination flying in accordance with [Table 2.11](#). Limit incumbents to 24 missions per fiscal year. For this purpose, a mission is all sorties performed in a single calendar day. MAJCOMs will identify the incumbent by FSC T.

2.16.1.1. **(Added-ANG)** General officers assigned to the State/HQs Staff Director of Operations position in State Manpower Category C states are API 4 and authorized to fly in indoctrination status ONLY. **EXCEPTION:** Colonels assigned to the State/HQs Staff Director of Operations position in State Manpower Category C may continue to fly as an API 8 until Federal Recognition as a general officer is granted, at which time, the position will be changed to an API 4. Colonels in this position are authorized to fly as BMC (fighters) or BAQ (heavies) status in state assigned aircraft IAW the applicable aircrew training publications.

2.16.2. MAJCOM commanders must approve the use of command aircraft resources to support indoctrination flying for personnel outside their commands.

2.16.3. MAJCOMs must ensure individuals complete, before flight, adequate training on emergency procedures, life support equipment, and aircraft systems. Individuals must be physically and, where required, physiologically qualified.

2.16.4. Indoctrination flights in inactive status are not operational flying duty for aviation career (flying gate) or incentive pay purposes and do not allow authority to change ASCs except to assign FSC T. MAJCOMs will ensure indoctrination flying does not impact on unit training, and will not increase command flying hour allocations.

2.16.5. Obtaining or maintaining aircraft qualification while in inactive status is not authorized. Document flights on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**. Individuals

flying in inactive status may not act as pilot in command and flights in single-place aircraft are specifically prohibited. See paragraph 3.4.1.1.1. for information on logging flying time.

Table 2.11. Indoctrination Flying Approval Authority.

Approval Authority	for positions in:
HQ USAF/XO	Air Staff, OJCS, OSD, DoD Agencies, Joint Commands, Non-Air Force General or Flag Officers, and FOAs
MAJCOM	MAJCOMs
ACC	CENTCOM, JFCOM, and SOUTHCOM
AFSPC	SPACECOM
AMC	TRANSCOM
PACAF	PACOM
USAFE	NATO and USEUCOM

Table 2.12. Air Staff, OSD, and NGB General Officer Indoctrination Flying Positions

The following positions are designated as general officer indoctrination flying positions.	
Duty Title	Organization
CVA	HQ USAF
DP	
IL	
SE	
SG (When filled by a designated pilot physician)	
XP	
XOO	
SAF/AQ	OSAF
SAF/IG	
Chief, NGB (When filled by a USAF general officer)	NGB
Director, ANG	
Deputy Director, ANG	

2.16.6. **(Added-ANG)** Written requests to ANG/XO are not required for ANG rated general officers assigned to rated API coded “3” or “4” billets who chose to perform indoctrination flying. General officers assigned to API 0 billets are not authorized indoctrination status. The following are guidelines for ANG rated general officers participating in indoctrination flying:

2.16.6.1. **(Added-ANG)** All general officers flying in indoctrination status and those wing commanders maintaining basic qualification must fly with instructor pilots.

2.16.6.2. **(Added-ANG)** The following is the ANG policy on general officer flying and personnel assigned to State Headquarter positions and Headquarters Staff for the District of Columbia, Puerto Rico, the United States (US) Virgin Islands, and Guam.

2.16.6.2.1. **(Added-ANG)** The Adjutant General, Assistant Adjutant General for Air, Chief of Staff, and ANG Assistant positions are assigned an API 0. API 0 positions are not authorized any type of flying status. THIS IS NOT WAIVERABLE.

2.16.6.2.2. **(Added-ANG)** Pilots flying in an Indoctrination Status must be under the supervision of a qualified instructor pilot and may only occupy the rear seat of a fighter type aircraft, left seat for C-130, KC-135 and the right seat of C-5, C-17 and OSA or as directed in appropriate publications. Rated officers (other than pilots) must occupy a duty station compatible with their previous rated expertise under the supervision of an instructor of the same rated expertise.

2.16.6.2.3. **(Added-ANG)** Individuals must first successfully accomplish a bold face, (critical action procedures, simulated emergency procedures training, as applicable) and receive normal / emergency procedures training in a simulator. If a simulator is not available, the Operations Group commander may substitute a cockpit procedural trainer or in-cockpit review session. This training is good for 30 days from the date training was accomplished.

2.16.6.2.4. **(Added-ANG)** Individuals must also complete orientation aircraft life support training, and aircraft systems training. This training is valid for 180 days from the date training was accomplished.

2.16.6.2.5. **(Added-ANG)** Individuals will have a current flight physical (AF IMT 1042, *Medical Recommendation for Flying or Special Operational Duty*), and physiological training (AF IMT 702, *Individual Physiological Training Record*) as appropriate for the MDS.

2.16.6.2.6. **(Added-ANG)** Pilots flying fighter type aircraft in indoctrination status will not control the aircraft during takeoff, air-to-air refueling, close formation, air combat basic tactics (ACBT), actual air-to-air weapons delivery events, air-to-ground weapons delivery events, instrument approaches (when weather is less than 1500/3), low-altitude flying (below 1000 ft above ground level {AGL}), in-flight emergencies (actual or simulated), or during landing.

2.16.6.2.7. **(Added-ANG)** Pilots in indoctrination status flying any aircraft other than fighter type aircraft will not control the aircraft during takeoff (when weather is less than 1500/3), air-to-air refueling (receiver only), close formation (including station keeping equipment {SKE}), equipment/personnel delivery events, tactical low level, in-flight emergencies (actual or simulated), instrument approaches (when weather is less than 1500/3), or during landing.

2.16.6.2.8. **(Added-ANG)** Indoctrination flyers (colonel and above) will log "O" as the first character of their flight authorization duty code and "other" flight time on the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*. Indoctrination flyers (below Colonel) will log "X" as the first character of their flight authorization duty codes and "other" flight time on the AFTO Form 781. Indoctrination flyers are not authorized to perform AFTPs.

Section 2C—Flight Management Administration

2.17. Host Aviation Resource Managemetn Office. The host command of the Air Force base designates within the operations group a HARM function to be the base OPR for ARMs and for FRF/JRF man-

agement of all aircrew/parachutists on base or in the locale (regardless of MAJCOM) to accomplish the requirements of these instructions. The Wing/Group Chief, HARM office, will be the senior or most qualified person, with a primary AFSC of 1C072, 1C092, 1C000, or civilian equivalent, with at least three years experience in the Aviation Resource Management career field and who has obtained/maintained a Chief, HARM Special Experience Identifier qualification. The HARM office will be manned according to Air Force Manpower Standard (AFMS) 13C1, OFPP Policy Letter 92-1, and the Defense Reform Initiative Directive (DRID) 20. HARM positions are inherently governmental and only qualified 1C0X2 personnel (and government equivalent) will operate ARMS, process aviation/parachutist service entitlement service actions, and monitor and validate entitlement to flight/parachutist incentive pay.

NOTE: SARMs are authorized to maintain/manage their unit members' FRFs/JRFs only when there is no established HARM office for the installation or locale. Requests for exceptions to this policy must be submitted to HQ USAF/XOOT for approval prior to operating independent SARM offices to operating independent SARM offices.

2.17.1. Prepare AOs according to **Attachment 3** of this instruction and AFI 11-402.

2.17.2. Maintain all FRFs/JRFs according to this instruction, AFI 11-410, *Personnel Parachute Operations*, AFI 11-421, *Aviation Resource Management*, AFD 37-1, *Information Management*, AFMAN 37-123, *Management of Records*, and dispose of records in accordance with the Air Force Records Disposition Schedule (RDS), located at <https://webrims.amc.af.mil>. Maintain all active, inactive and disqualified (except ASC 06) aircrew member (including ARC personnel) FRFs/JRFs at the HARM office nearest to where the aircrew member maintains personnel, finance, and if possible, medical records. To ensure proper aviation or parachutist incentive pay validation and prevent interruptions in the MilPDS to ARMS interface, FRF/JRF management will not change for TDY periods of less than 90 days. (**EXCEPTION:** Personnel attending formal flying courses within AETC will follow the guidelines established by Education & Training Course Announcement (ETCA) located at <https://etca.randolph.af.mil> for FRF/JRF management. For other formal courses where the member will accomplish flight/jump activity, ensure the TDY unit is provided an electronic copy of the member's FRF/JRF.) All records maintained by the HARM office will be entered in the ARMS database. If the member's personnel and finance records are maintained at different locations, the HARM office located nearest to where the finance records are maintained will manage the member's FRF. Request exceptions to this procedure from HQ USAF/XOOT.

2.17.3. Work closely with the servicing flight medical facility to ensure immediate and accurate exchange of flight management and flight medical data. Establish written procedures (either a memorandum of agreement or include in supplement to this AFI) between the aircrew/parachutist member's flight surgeon's office and the HARM to ensure required documentation is received. As a minimum, this means:

2.17.3.1. The Flight Surgeon Office (FSO) will provide the initial flight surgeon notification to the HARM office when required periodic physical examinations have been carried out, or when changes occur in an individual's medical status that affect flying availability. Suspension is one duty day.

2.17.3.2. Send completed medical examination results (AF Form 1042, **Medical Recommendations for Flying or Special Operational Duty**) to the HARM office within 10 duty-days. If the medical examination is incomplete due to reasons beyond the member's control, the appropriate medical waiver authority may extend certification to cover administrative processing. The FSO

must inform the HARM office via AF Form 1042 if an aircrew member has had their medical certification extended by the applicable waiver authority. The official date of the AF Form 1042 will be the date of the flight surgeon's signature.

2.17.4. Validate entitlement to flying/jump incentive pays with member's finance office. Establish written procedures (either a memorandum of agreement or include in supplement to this AFI) between the aircrew/parachutist member's finance office and the HARM to ensure required documentation is received to validate flight/jump pay entitlement.

2.17.5. Validate personnel data changes with member's unit orderly room. Contact the MPF to obtain a UMD and a personnel listing to reflect member's current assignment data. Establish written procedures (either a memorandum of agreement or include in supplement to this AFI) between the aircrew/parachutist member's unit orderly room or personnel office and the HARM to ensure required documentation is received. As a minimum, validate DAFSC, API, effective date of duty, unit manning position numbers and active duty (AGR) or non-EAD status for ARC personnel.

2.17.6. Continually monitor and ensure the proper FAC and ASC are assigned for all assigned and attached fliers.

2.17.7. Ensure the Special Category Codes are updated in ARMS according to [Table 2.13](#), when an aircrew member's status changes to one of the categories listed below.

Table 2.13. ARMS Special Category Codes (SCC).

The following codes identify aircrew in the special categories listed below	
Code	Category of Aircrew Members
AG	Active duty pilots (Title 10) assigned to ANG Units (see note)
AR	Active duty Pilots (Title 10) assigned to AFRC units (see note)
AT	Active duty rated officers who must retain currency for follow-on ARC position
DR	Active duty rated officer with established date of retirement
DS	Active duty rated officer with established date of separation
GA	ANG rated officers on extended active duty (Title 10 and AGR Title 32)
NR	AFRC Non-EAD, Traditional
NG	ANG Non-EAD, Traditional
RA	AFRC rated officers on extended active duty (Title 10)
TR	Staff aircrew members (rated/CEA) with AF/XOO double billeting flying waiver

NOTE: Do not assign these codes to the ANG or AFRC active duty advisor assigned to ANG/AFRC unit

2.18. Unit Aviation Resource Management (ARM) Office. Commanders of flying/parachutist units and organizations within operations groups will designate an ARM function to accomplish the requirements of this instruction and AFI 11-421, *Aviation Resource Management*. Designate this function as SARM (Squadron) or TARM (Tenant--applies to tenant squadrons and other tenant units) IAW AFI 11-421.

2.19. Operational Support Aircraft (OSA) and Aircrew Management.

2.19.1. The operational support aircraft and aircrew manager must provide all personnel assigned or attached for flying the opportunity to complete annual flying requirements. Attached personnel must be responsive to scheduling requirements. In line with aircrew requirements, attached personnel are used as aircraft commanders, instructors, flight examiners, and as aircrews to perform assigned missions.

2.19.2. If TDY is authorized solely to perform aircrew duties, budgeting and funding for TDY travel of aircrew members assigned or attached for flying is the responsibility of the unit to which the aircrew member is assigned.

2.19.3. For Security Assistance and Defense Attaché aircraft and aircrews:

2.19.3.1. Support aircraft for Security Assistance are assigned to HQ AFMC and placed on loan to Defense Security Assistance Agency (DSAA).

2.19.3.2. Support aircraft for Defense Attachés are assigned to HQ AFMC and placed on loan to the Defense Intelligence Agency (DIA).

2.19.3.3. Using organizations must comply with the theater air command/AMC rules and instructions that pertain to aircraft operations. Crew qualification, currency, training, and evaluations are the responsibility of the theater air component commander/AMC commander, as applicable, and will be conducted according to HQ USAF guidance and theater requirements. Operational control (as it pertains to the missions and purposes for which these aircraft are operated) and scheduling of aircraft remains within the using organization.

Section 2D—Support of Personnel Assigned to Locations or Organizations Lacking Flying Facilities or Aircraft

2.20. Attachment for Flying/Parachuting.

2.20.1. Aircrew/parachutist members who are assigned by PCS/PCA orders, in active flying/parachutist positions, to US Air Force units and organizations without flying facilities or aircraft may be attached for flying/parachuting to flying/parachute units. Individuals must request (in writing) attachment for flying/jumping through their chain of command to their MAJCOM/DO (**EXCEPTION:** Request for attachment for flying/parachuting is not required if flying/parachuting support is addressed by a host-tenant agreement). This request must include: Individual's name, rank, Social Security Number (SSN), aviation service date (ASD), aviation service code (ASC), aeronautical rating (or badge), expected duration of attachment, date of separation (DOS)/expiration of term of service (ETS), assigned duty position title/position number/API code, aircraft last qualified in, date last flown, current AO, current AF Form 1042, and requested unit of attachment and point of contact. Parachutists only need information listed above, applicable to parachuting. Individuals should coordinate flying/parachute qualification, currency and attachment with requested units prior to submitting formal request. For attachments outside an individual's MAJCOM, submit request to both MAJCOMs for coordination. MAJCOMs will develop their own procedures for attachments within their own MAJCOM.

2.20.2. Attachment units must provide resources necessary to complete and maintain the minimum training requirements established in the applicable aircrew/parachutist training publications (this includes TDY cost to formal training courses). However, the unit to which the member is assigned is

responsible for the TDY cost for the member's travel to the attached unit to meet normal training requirements. The attached unit is also responsible for maintaining the FEF.

2.20.3. **(Added-ANG)** Units identified as supporting units for NGB staff flyers (see Paragraph **2.13.1. (Added)**) will enter the staff flyer into the unit's ARMS database either as a primary crew member or as a "dummy" attached flight record to record flight training events and other requirements when accomplished and reported by the staff flyer. Ensure no flying time is updated for dummy records.

2.20.3.1. **(Added-ANG)** Staff flyers assigned to other MAJCOM headquarters as staff integrators will coordinate their flight record custodial responsibility and flying support through the closest HARM Office at that locale.

Section 2E—Flying with Reserve Component Units

2.21. In addition to the guidance provided in this section, aircrew personnel must comply with Total Force Absorption Program (TFAP) guidance contained in AFI 11-412, *Aircrew Management*.

2.22. Flying With ANG Units.

2.22.1. The ANG Wing Commander must concur on all active duty flying with ANG units. Flying is restricted to Air Force advisors and aircrews who support unit training objectives, contingencies, or operational missions to include those aircrew that inspect, standardize, augment, or assist in unit conversion. (Individuals will not be listed on the ANG web page since they are not formally attached to an ANG unit for the purpose of obtaining continuation training.) Active duty aircrew attached to Air Warrior, Combat Archer and Combat Hammer are authorized to fly with ANG units with concurrence of the deployed commander's approval.

2.22.1. **(ANG)** Any active duty General Officer desiring to fly a sortie with a Guard unit should request it through the Senior Leadership Management Office (SLMO).

2.22.2. Active duty flying with ANG units for the sole purpose of continuation training (CT) is prohibited without concurrence from the individual's MAJCOM/DO and ANG/XO (Future Total Force [FTF] wings excepted). Forward all requests for CT flying with appropriate MAJCOM/DO and ANG Wing Commander concurrence to ANG/XOOS for ANG/XO approval. Requests will include: name and rank, office symbol (e.g., 9 AF/DOV), primary aircraft MDS (e.g., F-16C, C-130E), and aircrew position (e.g., IP, IN), along with the reason training cannot be accomplished at the member's current location. Active duty aircrew who fly CT sorties with the ANG will be listed on the ANG web page at <https://airguard.ang.af.mil/do/hhqfly/hhqflying.htm> for authorized fliers with the ANG for CT with the ANG unit as specified.

2.22.2.1. **(Added-ANG)** To include Air Force Reserve Command aircrew members.

2.22.3. Active duty aircrew members authorized to fly ANG aircraft in accordance with paragraph **2.22.2.** may coordinate sortie support directly with the unit. Members must provide the supporting unit operations group commander with a source for verifying currencies, egress training, flight qualification, etc., before flying. The supporting unit operations group commander is the final authority for determining when active duty aircrew may fly unit aircraft.

2.22.4. All flying will be conducted in accordance with applicable US Air Force, MAJCOM, and ANG instructions.

2.22.5. **(Added-ANG)** All flying with ANG units will be on a non-interference basis and at the discretion of the wing commander and State Adjutant General.

2.22.6. **(Added-ANG)** The Individual Data Summary (IDS) can be utilized for verification of go-no-go (aeronautical orders, flight physical and physiological training) for off base aircrew authorized to fly with ANG units. A currency report must also be provided documenting currencies. AMC Aircrew Standards and Evaluation (ASEV) staff members are allowed to perform check rides after providing an IDS and a currency report. The ANG unit can request other documentation deemed necessary depending on the MDS and mission being flown.

2.23. AFRC Bases and Facilities. Active duty rated aircrew members, except for active duty Air Force advisors to AFRC units and active duty aircrew members assigned/attached to AFRC units under TFAP, will send requests for flying support and requests for exceptions to policy to HQ AFRC/DOT, Robins AFB GA 31098-5000, with an information copy to HQ USAF/XOOT.

2.24. Coordination Authorization. Direct communication with MAJCOMs, ANG, and AFRC concerning attachment of rated personnel is authorized.

Chapter 3

FLIGHT DOCUMENTATION

Section 3A—Records Maintenance

3.1. Flight and Jump Records and Aviation Resource Management System (ARMS) Functional Responsibility. The individual flight or jump record folders are the official source documents for determining incentive entitlement, current flying or jump status, and total experience. HARM offices will maintain and enter in the ARMS database all aircrew/parachutist members' FRFs/JRFs whose personnel records are maintained by base Military Personnel Flight (MPF), Accounting Finance Office, (AFO), and base flight surgeon office. FRFs/JRFs will be maintained by the Air Force HARM office closest to the member's MPF and AFO. Dispose of Air Force records in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at <https://webrims.amc.af.mil>, and this instruction.

3.1.1. Use these records as the basis for USAF flying resource inventory reporting (RCS: HAF-XOO[M&AR]7103). This report provides essential individual flying information to HQ USAF and MAJCOMs. HARM offices ensure the report is transmitted not later than the 10th of each month (or as soon as possible for special reports). Continue to report during emergency conditions, precedence delayed (Emergency Status Code C-3). Continue reporting during MINIMIZE.

3.1.2. The HARM office is the sole approval authority (except for HQ USAF/XOOT) at each flying base that determines entitlement and the starting and stopping of Aviation Career Incentive Pay (ACIP), Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties. The HARM office interprets public law as it pertains to these incentive pays along with auditing, reconciliation, and waivers of these incentive pays; is the single point of contact for ARMS; and is responsible for the following procedures:

3.1.2. (ANG) The ANG HARM Office must be located in an area which has low traffic and the flight records and privacy act documents are securable when HARM personnel are not present. The integrity of privacy act material must be maintained appropriately.

3.1.2.1. The HARM office, supported by the standard ARMS, keeps FRFs/JRFs for all flying (active and inactive) and jump personnel in the assigned HARM code established for that base. The Standard Systems Group ARMS program manager will allocate one ARMS database code per base. The HARM Office must be located in a securable area so that when HARM personnel are not present integrity of privacy act material is properly maintained.

3.1.2.1.1. Base HARM offices keep the FRFs/JRFs for all assigned tenant and attached personnel ordered to take part in regular and frequent flights as aircrew, operational support members, and parachutists. This includes all active duty and ARC active and inactive aircrew members, active operational support members, and parachutists.

3.1.2.1.2. Base HARM offices will combine the FRF and JRF into one four-part folder for dual qualified aircrew and parachutist members. File documents IAW AFI 11-421.

3.1.2.1.3. FRFs/JRFs for disqualified aircrew or parachutists (entitlement status 0) are kept for five years after such designation. After five consecutive years, return the FRF/JRF to the

member. (**EXCEPTION:** for UFT students disqualified from training and operational support fliers removed from flying for more than one year, release the FRF to the member.)

3.1.3. Initiate a Military Pay Order (MPO) (except for non-USAF members) within 5 work days when:

3.1.3.1. Any aircrew/parachutist member initially meets or fails to meet flight/jump entitlement requirements for pay.

3.1.3.2. Flight/jump requirements for pay have been met after a period of failing to meet minimum flight/jump requirements (or a period of suspension disqualification has been removed), or an individual otherwise regains entitlement to incentive pay.

3.1.3.3. An individual in conditional entitlement status (ESC 5, 6, 7, 8, 9, E, F, G, or H) departs PCS to a non-flying or non-jump position.

3.1.3.4. A parachutist enters in a 12-month Rule 3 waiver period IAW DODFMR and AFI 11-421, *Aviation Resource Management*. HARM will terminate pay until jump requirements are met.

3.1.4. Release the FRF to individual custody only after the HARM receives:

3.1.4.1. Official PCS orders or TDY orders indicating a TDY with another USAF activity for a period of 30 days or more. (Units have the option to transfer records to the gaining HARM office for TDYs.)

3.1.4.2. Official retirement or separation orders.

3.1.4.3. Notice that the aircrew member has been disqualified for more than five consecutive years.

3.1.4.4. MAJCOMs will establish temporary sign-out procedures.

NOTE: HARM office personnel will not release the FRF/JRF to a member in suspended status.

3.1.5. Release of Data from Flight/Jump Records.

3.1.5.1. Information maintained in the FRF/JRF is subject to the provisions of the Privacy Act of 1974. HARM offices have a legal obligation to safeguard these records from unlawful disclosure. Standard ARMS reports or ad hoc queries which contain personal data will have the symbol "(PA)" in the product title and contain the statement "Personal Data - Privacy Act of 1974."

3.1.5.2. The disclosure of information, for any purpose, to other than those AF activities with an official need, for which the record was created, without expressed written consent of the member concerned, is not authorized.

3.1.5.3. Data may not be disclosed to agencies, except where allowed by law, outside the Department of Defense. Reference AFI 33-332, *Air Force Privacy Act Program*. Maintain a record of each disclosure to include name and address of the person or agency receiving the data, date, nature and purpose of each disclosure.

3.1.5.3.1. A copy of disclosure is retained on file as part of the FRF/JRF. Prior to releasing the FRF/JRF, the HARM office will remove all records disclosures. Retain the disclosure accounting on file for five years or the life of the record, whichever is longer.

3.1.5.4. The Pilot Records Improvement Act of 1996 requires that before the airlines hire a pilot, the air carrier must request and receive certain records from “any carrier or other persons that has employed the individual at any time during the preceding five years.” Before any information is released to an agency based on this Act, HARM offices must receive a written release of information statement from the applicant via the agency or applicant. This statement confirms the applicant agrees to the release of their records to the air carrier. If the requester does not supply this statement, the HARM office will not release any information. HARM offices must release information within 30 days of receipt of the request. Additionally, the releaser must provide notice to the applicant that a release request has been received and inform the applicant of their right to receive a copy of the records. The HARM office will provide the ARMS products listed below and documents (preceding five years from the date of employment application of the member) contained in the member’s Flying Evaluation Folder (FEF) if maintained by the HARM office. If the member’s FEF is maintained in another location the HARM office must obtain copies and provide to the requesting agency.

3.1.5.4.1. Individual Flight Record (IFR).

3.1.5.4.2. Flying History Report (FHR)

3.1.6. The FRFs/JRFs of personnel assigned or attached to other than USAF activities must be kept by the base designated by:

3.1.6.1. The parent command for individual aircrew members or parachutists on duty with other US military services.

3.1.6.2. The MAJCOM with geographical cognizance over the area or country to which the individual is assigned or attached for duty with an allied service or on duty with non-US military agencies.

3.1.6.3. If the individual’s FRF/JRF is required at the crewmember’s or parachutist’s duty station, a duplicate copy of the FRF/JRF will be provided to the flier’s duty station. The master record will be kept at the HARM office designated by the MAJCOM.

3.1.6.4. Notify the member’s parent MAJCOM prior to the FSC “S” or “4” exceeding the 180-day limit.

NOTE: MAJCOM notification is not required for members assigned to FSC S due to extended DNIF.

Section 3B—Logging of Flight Activity (ARMS)

3.2. Background Information. This section explains the conditions under which personnel are authorized to log flight activity into ARMS. ARMS will be used for tracking and management of all aircrew and operational support flight activity.

3.2.1. Flight data must be recorded and accumulated accurately to provide commanders with meaningful flight experience information to ensure resources are used effectively, and only qualified personnel receive incentive pay. Units will follow AFI 33-360V2, *Forms Management Program*, to develop local training accomplishment forms for entering training data into ARMS.

3.2.2. The Air Force flying program must be designed to ensure that each individual actively engaged in performing airborne duties maintains at least the basic professional skills necessary to perform in

member's aircrew specialty. This requires accurately logged flight and simulator activity to record and monitor the accumulation of experience.

3.3. Crediting Flight Time. Credit flying time as follows:

3.3.1. To credit flight activity, personnel must:

- 3.3.1.1. Be physically qualified (member cannot be in DNIF status).
- 3.3.1.2. Be physiologically qualified (if applicable for the aircraft).
- 3.3.1.3. Be on AOs to take part in frequent and regular flights as aircrew, to obtain aircrew qualification, or as operational support members (IAW AFI 11-402).
- 3.3.1.4. Be under an approved aircrew qualification code (based on AF Form 8 qualification) and aircrew position identifier ([Table A2.3.](#)) designated on a flight authorization for the aircraft.
- 3.3.1.5. Be part of the crew complement (AFI 65-503) authorized to perform aircrew duties in the aircraft in order to obtain and maintain aircrew qualification, or be required for the mission.
 - 3.3.1.5.1. Individuals required for the mission who are not part of the crew complement may log flying time only when specifically authorized (e.g. AEs, CROs, PJs, combat camera, etc., required for the mission), or perform mission-related observation or evaluation duties. Except as noted in paragraph [3.4.1.6.](#), written authorization for flight duty is required to be on file with the HARM office prior to the mission. The unit commander with operational control of the mission or the flying unit flight authorization authenticating official will issue the authorization, to include justification. (See [Attachment 6](#) for example. Contact SARM office for assistance with letter.) The mission requirement letter will be permanently filed in the member's FRF, as a source document to validate flying time logged. Members must comply with all other applicable requirements to include medical clearance and physiological training (if applicable).
 - 3.3.1.5.1.1. Members who do not have a specific aircraft listed on their current aircraft AOs, but who have completed qualification requirements for that specific aircraft and are tasked to perform operational flying duties in the specific aircraft, must provide to the HARM office a source document that authorizes the member to perform inflight duties in the aircraft specified. A verbal order is authorized IAW paragraphs [1.6.2.1.1.](#) and [A3.3.1.2.](#), but must be followed up with a written letter to the member's servicing HARM office within three duty-days. This letter is the source document for logging operational flying time on an aircraft (in lieu of an aircraft AO) on an infrequent basis.

NOTE: Commanders must process an aircraft AO request IAW AFI 11-402, to add aircraft to the member's current operational aircraft authorization, for aircrew members obtaining and maintaining additional aircraft qualification.

- 3.3.1.5.2. Non-aircrew members assigned to flying unit commander positions may log flying time in assigned aircraft. Individuals will fly on a non-interference basis (paragraph [2.12.4.](#)), will use crew position "OX" (Colonel and above) or "XX" (Lt Col and below) IAW [Table A2.3.](#), and log other time on the AFTO Form 781 for entry into ARMS.
- 3.3.2. Flights in any other capacity are to be considered familiarization and/or incentive orientation flights (logging flight time on AFTO Form 781 is not authorized). Crewmembers and parachutists

cannot credit flights/jumps while on leave, permissive TDY, or nonflying/nonjumping TDY/Temporary Assignment Duty (TAD), regardless of duration, or flying on an aircraft during point-to-point travel (not authorized or required to perform aircrew duties). Aircrew members cannot log flying time when the purpose for flying is to make a proficiency-sustaining jump.

3.4. Definition of Flight Time Categories. The references in this paragraph to aircraft also apply to synthetic training devices categorized in AFPAM 36-2211, *Management of Air Force Training Systems*, as operational flying trainers or weapon system trainers. Log flight time only on the AFTO Form 781, [Attachment 2](#), and AF Form 3520, **ARMS Aircrew/Mission Flight Data Extract**, [Attachment 4](#), and use only the approved Flight Authorization Duty Codes listed in [Attachment 2](#), [Table A2.3](#).

3.4.1. Primary Flight Time. Time logged by a member occupying a designated duty station identified in AFI 65-503, and actively performing the duty associated with their aircrew specialty. Only qualified aircrew members, aircrew members obtaining qualification in the aircraft can log primary time when performing in-flight duties. Non-rated aircrew members and operational support personnel who do not have an established crew duty station will only log primary time when actually performing their in-flight duty. For example: operating equipment or caring for medical evacuation patients.

3.4.1.1. EXCEPTIONS:

3.4.1.1.1. Pilots in inactive status who are authorized to fly under the provisions of paragraph [2.16](#). and commanders and key supervisors under the provisions of paragraph [3.7.1](#). will log primary time only when actually controlling the aircraft.

3.4.1.1.2. Pilots who maintain qualification in single-place aircraft when completing instrument training or the instrument flight check in similar dual-place aircraft.

3.4.1.1.3. Graduates of a military test pilot school (Air Force Test Pilot School, Navy Test Pilot School, etc.) are considered qualified and may log primary flight time using FP, FN, or FW as the flight authorization duty code while actively flying qualitative or approved short-term aircraft tests or evaluations. This does not authorize Test Pilot School graduates to perform duties on other missions requiring qualified aircrew members at the controls of the aircraft (e.g. functional check flights).

3.4.1.1.4. Pararescue aircrew members assigned to authorized flying billets, on active flying AOs and qualified in the MDS, who are required in addition to the normal aircrew complement to perform in-flight duties for mass rescued aircrew member/personnel missions may log primary flight time when performing patient support duties on mass personnel recovery missions. Primary time is only authorized during such time those in-flight duties are performed. During periods when the PJ is not performing in-flight duties associated with the rescued members, or is non-current for that MDS, only Other flight time will be logged.

3.4.1.2. For pilots, primary time is time actively controlling the aircraft excluding hands-on-time flown while instructing and evaluating (log such time under instructor or evaluator). It is not predicated on which set of controls is being used (multi-place aircraft), or on the duty position indicated on the flight authorization. Pilots receiving instruction while controlling the aircraft will log primary time.

3.4.1.3. Astronauts performing duties in the space shuttle may log primary time in accordance with the preceding paragraphs, for their rated specialty. Astronauts accomplishing space station

duties may log time for the duration of space station activity (primary time). For space station duty, use Aircrew Position Identifier (Second Character) "A" from [Attachment 2, Table A2.3](#).

3.4.1.4. For other aircrew specialties, log primary flight time only when performing duties at a duty position established for that specialty. Where more than one station is established for the same specialty, one member at each such station may log primary time while actually performing the duties associated with that station (for example, multiple Air Surveillance Operator positions on a single aircraft). (MAJCOMs will specify which AFI 65-503, *US Air Force Cost and Planning Factors*, authorized crew duty station(s) flight test engineers may occupy during test functions. During periods when the flight test engineer is not actively performing his or her evaluation/test duties, other time will be logged.) Except under conditions in this paragraph, the total primary time for any specific aircrew specialty must not exceed the total flight time.

NOTE: Due to the broad nature of flight surgeon duties, each position which another aircrew member occupies (as defined in AFPD 11-4, e.g., pilot, navigator, ABM, observer, or CEA personnel), may be considered as a flight surgeon station/position (i.e., a KC-135 with a pilot, copilot, navigator, and boom operator would be authorized four flight surgeons). If there are more flight surgeons onboard than aircrew stations, the total primary time must be split between those flight surgeons onboard by logging primary and other time. When the number of flight surgeons on board is less or equal to the number of occupied aircrew stations, all flight surgeons are authorized to log primary time for the total mission.

3.4.1.5. Aeromedical Evacuation Crewmembers (AECM) must fly one mission as a primary crewmember each quarter. As long as an AECM flies one mission as a primary crewmember in the previous quarter, qualified AECMs may log secondary time when performing simulated patient duties or Mission Clinical Coordinator duties during aeromedical readiness missions. During periods when the AECM is non-current, only other flight time will be logged when performing simulated patient or Mission Clinical Coordinator duties.

3.4.1.6. Nonrated aircrew members and flight surgeons on active flying AOs, who are qualified in specific aircraft, but tasked to perform in-flight aircrew duties for a real-world mission in an aircraft in which they are not current and qualified, are authorized to log aircrew certification code (first character of crew position) "F" and primary time for that mission. Verbal orders of the unit commander may authorize such duties; however, a letter from the unit commander with operational control of the mission or the flying unit flight authorization authenticating official (See [Attachment 6](#)) must be provided to the member's servicing HARM office within three duty-days for filing in the member's FRF, validating the requirement IAW paragraph [3.3](#).

3.4.1.6.1. The mission requirement letter (for real world missions) must include the statement, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." Include a statement in the remarks section of the AFTO Form 781 validating the real-world mission tasking and verifying that the member completed emergency egress training for that aircraft prior to flight. This does not establish qualification for the aircraft unless all applicable qualification requirements have been accomplished as specified in applicable publications.

NOTE: For deployed operations every attempt should be made to submit the mission requirement letter and AFTO Form 781 to the aircrew member's servicing HARM office within seven duty-days.

3.4.2. **Secondary Flight Time** : Flight time logged by a crew member who is performing inflight duties related to the crewmember's specialty, but who is not controlling the function of that specialty.

Except as listed below, the total secondary time logged in each specialty may not exceed the total flight time. When in excess to the crew complement, a remark will be placed in the remarks of the AFTO Form 781 depicting the secondary duties performed by additional aircrew.

3.4.2.1. The member must be maintaining or obtaining qualification in the aircraft to log secondary time. **EXCEPTION:** Crewmembers designated in AFI 65-503; and tasked to perform their primary duties on aircraft other than their assigned aircraft (e.g., Flight Attendants tasked by TACC or HHQ to support Silver Bullet or DV missions) will log secondary time as long as crewmembers maintain currency in their primary aircraft. The member's aircrew certification code will reflect the current qualification. If not qualified in the aircraft, the member will log "X" or "O" as the first character of the flight authorization code IAW [Attachment 2, Table A2.3](#).

3.4.2.2. For pilots, log secondary time while occupying a duty position having a set of flight controls, yet not actively controlling the aircraft, instructing, or evaluating.

3.4.2.3. For other aircrew specialties, log secondary time when actually performing inflight duties of the specialty, but not at the primary duty station established for that specialty (for example, second navigator during airdrop missions or additional PJs on AOs required to perform "in-flight duties" assisting mass aircrew/personnel on a rescue mission) when dictated by mission requirements.

3.4.2.3. (ANG) Boom Operators are authorized to log secondary flight time when performing passenger or cargo duties.

3.4.2.3.1. Annotate specific inflight duties performed and circumstances that require additional crewmembers (in addition to basic crew complement) to perform the mission in the remarks section of the AFTO Form 781.

3.4.2.4. Except as provided for in AFI 65-503, the total secondary time logged in each specialty may not exceed the total flight time.

3.4.2.5. Pararescue aircrew members assigned to authorized flying billets, on active flying AOs and qualified in the MDS, who are required in addition to the normal aircrew complement to perform in-flight duties for mass rescued aircrew member/personnel missions may log secondary time when performing simulated patient duties or Mission Coordinator duties on mass personnel recovery training missions. Secondary time is only authorized during such time those in-flight duties are performed. During periods when the PJ is not performing "in-flight" duties associated with the rescued members or mission coordinator, or non-current for that MDS, only Other flight time will be logged.

3.4.3. Instructor Flight Time. Flight time logged by a designated and qualified instructor while actively performing authorized instructional duties. (Includes "hands on" time during demonstration activities that are part of instructional duties.) The instructor does not have to be occupying a primary duty station established for that specialty but must be actually performing instructor duties. Except as provided for in AFI 65-503, the total instructor flight time for each aircrew specialty may not exceed the total flight time.

3.4.3.1. Instructors may log instructor time while accomplishing unlike specialty training instruction (e.g., an instructor navigator training pilots/boom operators for the three-person crew or third pilots in the navigator seat). Only the amount of time used to train a specific event may be logged as instructor time. If more than one instructor of like specialty are on the aircraft, to provide simul-

taneous instruction of different specialties, both instructors may log instructor time (e.g., two instructor navigators are on the same aircraft, one is instructing a student navigator and the other is instructing a boom operator). In this case, total instructor time logged may exceed total flight time logged. A remark must be entered on the back of the AFTO Form 781 explaining rationale.

3.4.3.2. Two instructors (to include FTU) of the same specialty may fly together and each log instructor time; however, total instructor time logged may not exceed total flight time logged. (e.g., A new FTU instructor is flying with a student crew and a more experienced FTU instructor flies with the new FTU instructor; instruction can occur between the new FTU instructor and student or between the experienced FTU instructor and new instructor, but not both simultaneously. Therefore, the total instructor time logged may not exceed total flight time).

3.4.3.3. Qualified instructor pilots may log instructor time when participating in missions where AFI 11-202V1 senior officer qualification and performance requirements apply.

3.4.3.4. Instructors will log primary, secondary, or other time, depending on their activity, when not performing instructor duties.

3.4.3.5. Log simulator console time as instructor time if the crewmember is qualified as an instructor in the aircraft. When MAJCOMs authorize crewmembers to be instructors in the simulator only, they may log simulator console time as instructor time. MAJCOMs will determine which types of simulators qualify for this approval, e.g., operational flight trainers, weapon system trainers, etc. Otherwise, log console time as other time for those simulators which do not qualify.

3.4.4. **Evaluator Flight Time.** Flight time flown by a designated and certified flight evaluator while actively performing authorized flight evaluation duties. (Includes "hands on" time if coincident with performance of flight evaluator duties.) The member does not have to be occupying a primary duty station established for that specialty, but must be actually performing evaluator duties. Evaluators will also log instructor, primary, secondary, or other time, depending on their activity, when not performing evaluator duties.

NOTE: Member must be current and certified in the aircraft to log evaluator time. When flight evaluators conduct flight evaluations on aircraft they are not qualified, IAW AFI 11-202V2, then members must log "O" or "X" as their first character per [Table A2.3](#), Flight Authorization Duty Codes.

3.4.5. **Other Flight Time.** Flight time flown by members who are on the flight authorization, but not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight, required for the mission to augment the crew or perform mission-related observation or evaluator duties (not qualified in the aircraft). Crewmembers will log other time during periods of crew rest or sleep.

3.4.6. **Combat and Combat Support Flight Time.**

3.4.6.1. **Combat.** Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force when there is risk of exposure to hostile fire. Aerial activity in support of forces engaged in combat when there is risk of exposure to hostile fire.

3.4.6.1.1. Once a combat zone is established, the Commander Air Force Forces (COMAFFOR) will identify which portion constitutes hostile airspace, based on risk of exposure to hostile fire. To prevent an interruption in accurate aircrew documentation the COMAFFOR must do this as soon as possible. For the purposes of logging combat time the aerial activity must be accomplished in a designated combat zone within hostile airspace as defined by the COMAFF-

FOR. (**EXCEPTION:** In cases of aircrews that employ standoff weapons, the COMAFFOR under extraordinary circumstances can make an exception to allow aircrews to log combat time.) COMAFFOR will publish guidelines specifying which aircraft missions may log combat/combat support flight time as well as identify the inclusive dates that the hostile airspace is activated for logging time. During contingencies where a combat zone is not designated but the use of force is authorized, COMAFFOR will coordinate with HQ USAF/XO to establish hostile airspace criteria and guidelines for logging combat/combat support flight time. **NOTE:** COMAFFOR must issue new guidance and procedures every two years to ensure all Air Force units are aware of the current policy.

3.4.6.2. **Combat Support.** Aerial activity, engagements, or attacks conducted by aircraft against an enemy of the US or an opposing foreign force that operate outside the designated hostile airspace. Aerial activity directly supporting forces engaged in combat or directly supporting those who are actively supporting combat when the aerial activity occurs outside the designated hostile airspace. Hostile airspace is determined as described above under combat time.

3.4.6.2.1. Combat or combat support time will be logged from takeoff to landing when an individual meets the requirements of combat/combat support flight time, is on an active AO, is on the flight authorization authorized to perform in-flight aircrew duties, and is required for the mission IAW paragraph 3.3. of this instruction. Do not combine mission symbols; use one symbol for the entire flight.

3.5. Flight Condition Time. The categories listed in paragraph 3.4. are the basis for accumulating flying experience for all flying personnel. Record all flying time accrued on a mission in the appropriate category. Provisions have been made to record, for historical purposes, a breakout of flight time by flight condition: night, instrument, and simulated instrument. Primary time flown in more than one condition simultaneously (for example, night and instrument) would result in entries under both of these categories on the form. The type of time logged must be consistent with the flight condition actually encountered or procedure accomplished. MAJCOMs may further restrict logging combinations that are inconsistent with command policy or procedures. Use the following rules in logging flight condition time:

NOTE: DELETED.

3.5.1. **Night Time.** That portion of primary, secondary, instructor, or evaluator flight time logged between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac. Crewmembers having night requirements (includes wear of NVG) specified by Air Force or MAJCOM publications will log this time. For personnel assigned at latitudes above 60 degrees north (May through August) or below 60 degrees south (November through February), night requirements are waived when removal from active flying or PCS occurs during the summer months.

3.5.2. **Primary Instrument Time.** The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments. Pilots only will log this time when performing duties in this flight condition.

NOTE: To log primary instrument time, an instructor or evaluator pilot must occupy a duty station with a set of flight controls, but does not have to actively (hands-on) control the aircraft.

3.5.3. **Primary Simulated Instrument Time.** The portion of primary, "hands-on" instructor, or "hands-on" evaluator time logged by an individual controlling the aircraft attitude primarily by refer-

ence to the flight instruments. Pilots only will log this time when performing duties in this flight condition.

3.5.4. Night Vision Goggle Time. The portion of flight time logged by an aircrew member wearing night vision goggles between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac. Crewmembers performing aircrew duties in a crew position with NVG requirements will log this time while wearing NVGs. NVG time may also be logged by flight surgeons and aircrew members instructing or evaluating individuals who are performing crew duties where NVGs are required and worn. NVG time will not exceed total night time logged.

3.6. Non-rated Flight Time. Non-rated aircrew members must log flying time, using the proper flight authorization duty code. Log time only when authorized on AOs and when actively performing specific inflight duties as designated by flight authorization orders (paragraph 3.9.). Aeromedical evacuation crewmembers log time only when listed on the flight authorization and actively engaged in operational air evacuation or air rescue missions; aeromedical research and development inflight; or air evacuation training missions that require AECMs in a crew position, being instructed, or being evaluated or as listed in paragraph 3.4.1.4. above.

Section 3C—Logging of Flight Activity (General)

3.7. Logging Flight Time for Pay. Credit only flight time logged according to paragraph 3.3. toward incentive pay requirements (**NOTE:** See Attachment 2, Table A2.3.). (**EXCEPTION:** Air Technicians [AT] and Air Reserve Technicians [ART] must be in military status to log time for incentive pay. This Air Force Instruction and MAJCOMs define the inflight duties, which qualify individuals for ACIP, CEFIP, or HDIP.)

3.7.1. Logging Flight Time by Rated Officers Who are Qualified in One Aircraft and Not Other Types of Aircraft Assigned to Their Units. Commanders (including unit commanders) and key supervisors (API 6 and API 8) who are qualified and maintain currency in one type aircraft, but have other types assigned to their units, may be authorized to fly in a primary crew position in assigned aircraft in which they are not qualified. Individuals will be under the supervision of an instructor for the applicable crew position. The crewmember will log an “O” or “X” as per Table A2.3.. Flight time flown in “O” or “X” status does not entitle the member to OFDA credit, ACIP or HDIP.

3.7.2. (Added-ANG) Individuals must be in an approved pay status in order to log any flying time on the AFTO Form 781.

3.8. Logging Flight Time by Rated Officers and Career Enlisted Aviators in Inactive Flying Status. Personnel in such status do not log flying time in their specialty in US Government aircraft except as provided in FAC waivers listed in Table 2.2., paragraphs 2.8.2.2., 2.10.2. and 2.16. In all such cases, inactive crewmembers must maintain physical and physiological qualification for aviation service.

3.9. Non-rated Crewmembers and Operational Support Flight Time. The inflight duties as authorized by and MAJCOM and Air Force instructions determine the proper flying duty or position symbol for logging flight time on AFTO Form 781. This flying time is accomplished by officers and enlisted members when actively performing inflight duties as follows:

3.9.1. Non-rated Crewmember Duty. When on AOs and properly assigned to an authorized non-rated aircrew position as part of the regularly constituted crew IAW AFIs 11-401, 11-402, and 65-503.

3.9.1.1. The principal duties require an individual to perform inflight on a frequent and regular basis.

3.9.1.2. The approved duties are essential to operating the aircraft systems and associated equipment used for completing a mission successfully.

3.9.2. Operational Support (Noncrew Member) Duty. These members are placed on orders for a specified time and must be properly authorized to perform inflight duties not prescribed in AFI 65-503 and to supplement a regularly constituted aircrew. They are occasionally on flight status for limited periods to perform essential and specific in-flight duties. Refer to AFI 11-402 for guidance.

3.10. Flying in Other Than Military Aircraft. Flight time logged according to paragraph 3.3. in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force AOs and such flying is inherent in the primary duty assignment of the person concerned. Aircrews must document flight time on an AFTO Form 781 or AF Form 3250 and, except for CAP-USAF or Introductory Flying Training missions, be in aircraft with 450 or more horsepower.

3.11. Responsibility of Pilot in Command. Enter and credit flight time on an individual's flight record only when flown according to this instruction and properly logged on AFTO Form 781 or AF Form 3250. The pilot designated, as "in command" of the aircraft is responsible for making sure the appropriate form is dated and properly completed. These forms provide an accurate record of pertinent flight data for personnel authorized to take part in the flight and to receive ACIP, CEFIP, or HDIP.

3.12. Logging Flight Time in Non-US Air Force Aircraft. Only members performing inflight duties authorized by paragraph 1.11. may log flying time in non-Air Force aircraft for credit towards OFDA requirements or incentive pay. Otherwise only other flight time can be credited in an individual's flight records.

3.13. Logging Civilian Flight Time. Total career flight time acquired in civilian aircraft of over 450 rated horsepower, when verified by logbook or other official record certified by authorized persons. (These authorized persons are operations officers of military aviation activities; suitable agents of commercial aviation companies; operating managers of fields from which the reported flying was performed, if in privately owned aircraft; and officials of recognized civil flight schools.) This time will be entered into ARMS in the civilian hour block.

3.14. Logging Student Time. Total career flight time acquired by rated trainees in USAF undergraduate flight training prior to attaining a rating. This time will be entered into ARMS in the student time hour block.

3.15. Logging Other US Military Time. Total career flight time obtained in the service of other US military agencies when not officially directed by the Air Force, and when verified by logbook or other official records certified by authorized persons. This time will be entered into ARMS in the Other US Military hour block. Time obtained in other US military aircraft is not included in this category if per-

formed in an official capacity (e.g., directed by competent Air Force order); such time is recorded as Air Force rated time.

3.16. Logging Foreign Military Time. Total career flight time obtained in the service of other governments when not officially directed by the Air Force, and when verified by logbook or other official record certified by authorized persons. This time will be entered into ARMS in the Foreign Military hour block.

3.17. Quarterly General Officer Flying Hour Information Report. MAJCOMs will submit Quarterly GO Flying Hour Information Report (RCS: HAF-XOO(Q)9724) via message to HQ USAF/XO, with HQ USAF/XOO/XOOT as message info addresses, by the 15th of the month following each calendar quarter. This report is designated emergency status code C-3. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Continue reporting during emergency conditions, delayed precedence. Submit by nonelectronic means, if possible. Discontinue reporting during MINIMIZE. The report will include the following:

- 3.17.1. Name/position.
- 3.17.2. Aircraft/aircrew status.
- 3.17.3. Flight Authorization Duty Codes.
- 3.17.4. Aircrew Position Indicator Code/Aviation Service Code.
- 3.17.5. Total flight hours/sorties in all aircraft by flight time category.

3.18. Forms Adopted. DD Form 149, **Application for Correction of Military Record Under the Provision of Title 10, U.S. Code, Section 1552**, AF Form 8, **Certificate of Aircrew Qualification**, AF Form 702, **Individual Physiological Training Record**, AF Form 922, **Individual Jump Record**, AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, AFTO Form 781A, **Maintenance Discrepancy and Work Document**, AFTO Form 781F, **Aerospace Vehicle Flight Report and Maintenance Document**, AFTO Form 781G, **General Mission Classification-Mission Symbols**, AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**, AFTO Form 781M, **Status Symbols and Functional System Codes**.

3.19. Forms Prescribed. AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, AF Form 1887, **Aeronautical Order Aviation Service**, AF Form 3520, **ARMS Aircrew/Mission Flight Data Extract**, AF Form 4327, **ARMS Fighter Flight Authorization**, AF Form 4327a, **Crew Flight Authorization**.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Section 653

Title 10, United States Code, Section 2012

Title 32, United States Code, Section 508

Title 37, United States Code, Sections 205, 301a, and 301b

DoD Directive 1300.13, *Enlisted Crew Member Flying Duty*

DoD Directive 1340.4, *Proficiency Flying Programs*

DoD 4515.13-R, *Air Transportability Eligibility*

DoD 7000.14-R, Volume 7A, Part Two, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*

AFPD 11-4, *Aviation Service*

AFPD 37-1, *Information Management*

AFI 10-2701, *Organization and Function of the Civil Air Patrol*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-405, *The Pilot-Physician Program*

AFI 11-412, *Aircrew Management*

AFI 11-421, *Aviation Resource Management*

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 24-101, *Passenger Movement*

AFI 33-332, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 38-201, *Determining Manpower Requirements*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-103, *Temporary Duty Orders*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFI 33-360V2, *Forms Management Program*

AFMAN 37-123, *Management of Records*

AFPAM 36-2211, *Guide for Management of Air Force Training System*

AFPAM 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFB-CMR)*

Abbreviations and Acronyms

ABM—Air Battle Manager
ACC—Air Combat Command
ACIP—Aviation Career Incentive Pay
ACM—Additional Crewmember
AEB—Aircrew Evaluation Board
AECM—Aeromedical Evacuation Crewmember
AETC—Air Education Training Command
AFMC—Air Force Material Command
AFMS—Air Force Manpower Standard
AFRC—Air Force Reserve Command
AFSOC—Air Force Special Operations Command
AFSPC—Air Force Space Command
AMC—Air Mobility Command
AMOG—Air Mobility Operations Group
ANG—Air National Guard
API—Aircrew Position Indicator
ARC—Air Reserve Component
ARM—Aviation Resource Management
ARMS—Aviation Resource Management System
AS—Aviation Service
ASC—Aviation Service Code
ASD—Aviation Service Date
AVO—Air Vehicle Operator
CAP—Civil Air Patrol
CCT—Combat Crew Training
CEA—Career Enlisted Aviators
CEFIP—Career Enlisted Flyer Incentive Pay
CJCS—Chairman of the Joint Chief of Staff
COMAFFOR—Commander Air Force Forces
CONUS—Continental United States
DIA—Defense Intelligence Agency

DNIF—Duty Not Involving Flying

DoD—Department of Defense

DoDFMR—Department of Defense Financial Management Regulation

DRU—Direct Reporting Units

DSAA—Defense Security Assistance Agency

DV—Distinguish Visitor

ESC—Entitlement States Code

FA—Flight Authorization

FAC—Flying Activity Code

FEB—Flying Evaluation Board

FMS—Foreign Military Sales

FOA—Field Operating Agencies

FRF—Flight Record Folder

FSC—Flying Status Code

FSO—Flight Surgeon Office

FTF—Future Total Force

FY—Fiscal Year

GSU—Geographically Separated Unit

HARM—Host Aviation Resource Management

HDIP—Hazardous Duty Incentive Pay

HPSP—Health Professions Scholarship Program

IOT&E—Initial Operational Test and Evaluation

JRF—Jump Record Folder

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command. For the purposes of this AFI, ANG and USAFA are considered MAJCOMs.

MAP—Military Assistance Program

MDS—Mission Design Series

MEGP—Mission Essential Ground Personnel

MPF—Military Personnel Flight

NATO—North Atlantic Treaty Organization

NDAA—National Defense Authorization Act

OFDA—Operational Flying Duty Accumulator

OMR—Optical Mark Reader
OSA—Operational Support Aircraft
OSD—Officer Service Date
OT&E—Operational Test and Evaluation
PACAF—Pacific Air Forces
PACOM—Pacific Command
PAO—Public Affairs Officer
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PEP—Personnel Exchange Program
PMAI—Primary Mission Aircraft Inventory
ROTC—Reserve Officer Training Corps
SARM—Squadron Aviation Resource Management
SDI—Special Duty Identifier
SEAL—Sea-Air-Land Team
SECAF—Secretary of the Air Force
SOC—Special Operations Command
TAD—Temporary Additional Duty
TALCE—Tanker Airlift Control Element
TARM—Tenant Aviation Resource Management
TDY—Temporary Duty
TFAP—Total Force Absorption Program
TSC—Transition Status Code
UAV—Unmanned Aerial Vehicle
UFT—Undergraduate Flying Training
UMD—Unit Manpower Document
UPT—Undergraduate Pilot Training
USACOM—United States Atlantic Command
USAF—United States Air Force
USAFA—United States Air Force Academy
USAFE—United States Air Forces in Europe
U.S.C.—United States Code

USCENTCOM—United States Central Command

USEUCOM—United States European Command

USMILGP—United States Military Group

USSOCCOM—United States Special Operations Command

USSOUTHCOM—United States Southern Command

USUHS—Uniformed Services University of Health Sciences

Terms

Additional Crewmember (ACM)—Aircrew members not required for a particular mission being flown, but who are required for follow-on missions. ACMs are further defined by MAJCOMs in MAJCOM supplements to this instruction. The OG/CC (or equivalent) with operational control of the mission being flown grants ACM status. ACMs are passengers and may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R.

Aircrew—The total complement of rated (pilots, navigators, air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. Includes members in initial formal training for immediate assignment to an authorized operational flying position. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, *US Air Force Cost and Planning Factors*, or nonrated aircrew not in an aircraft's basic crew complement, but required for the mission. Aircrew members perform their principal duties inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft's mission.

NOTE: US Air Force Academy (USAFA)/Air Force Reserve Officer Training Corps (AFROTC) cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets will be placed on aeronautical orders authorizing USAFA Airmanship Program flying status and will not be added in the operational ARMS database. An Aviation Service Code (ASC) will not be assigned and an Aviation Service Date (ASD) will not be established. Neither flying incentive pay nor flying duty credit are authorized.

Air Force Aircraft—US Government aircraft under US Air Force jurisdiction.

Authentication—The process that makes an administrative order official. Evidenced by proper signature or seal that a document is genuine and official. The only seal authorized on AOs is on Department of the Air Force (DAF) orders (For example: A DAF order that the CSAF awarded a pilot rating).

Authorized Aircrews—Aircrews authorized according to AFI 65-503, *USAF Cost and Planning Factors*, Attachment A36-1 (Authorized Aircrew Composition Active Forces), Attachment A37-1 (Authorized Aircrew Composition Reserve Forces), and Attachment A38-1, (Authorized Aircrew Composition Guard Forces).

Aviation Career Incentive Pay (ACIP)—Incentive pay for rated officers in an aviation career as authorized in the Aviation Career Incentive Act of 1974, the Aviation Career Improvement Act of 1989, and the FY 96 National Defense Authorization Act.

Aviation Service Date (ASD)—Effective date of the first aeronautical order to perform flight duties. For rated officers, this date is set when the member first reports to the aviation activity that has aircraft in which he or she will receive flight training leading to an aeronautical rating and is placed on aeronautical orders (for example, class start date of SUPT, SUNT, or UPT-H class or Weapons Systems Training) or date of commission, whichever is later. For flight surgeons, the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed. (*EXCEPTION:* The ASD for medical students who have completed Course 50BY9351 will be the date post graduate medical training is completed, an unrestricted medical license is attained, AFSC 48XX is awarded, and flight surgeon rating is assigned. All requirements must be accomplished for award of the ASD.) For Air Battle Managers, the ASD is the date the crewmember enters formal ABM flying training (class start date). For career enlisted aviators, the ASD is set when the member first reports to the aviation activity that has aircraft in which he or she will receive flight training leading to career enlisted aviator status and is placed on aeronautical orders. Rated ASDs and CEA ASDs are established separately. See also AFI 11-402.

Career Enlisted Aviator (CEA)—Personnel in AFSCs 1AXXX and 8A000.

Career Enlisted Flier Incentive Pay (CEFIP)—Incentive pay for career enlisted aviators in an aviation career as authorized in the FY 00 NDAA.

Civil Air Patrol - United States Air Force (CAP-USAF)—CAP-USAF is the Air Force agency that coordinates or approves use of the Civil Air Patrol to carry out non-combat missions of the Air Force (IAW AFI 10-2701).

Commander—When used in this instruction, "commander" refers to a wing commander (or comparable level), or any level higher within the chain of command, of a flying unit to which an individual is assigned or attached for flying. If an individual is geographically separated from the wing, authority may be delegated to a group or squadron level.

Conditional Entitlement—The requirement for any aircrew member in an aviation status or career to meet monthly flight requirements to receive ACIP, CEFIP, and HDIP.

Continuation Training—The continuation training program provides crew members with the volume, frequency, and mix of training (flying and ground training) necessary to maintain proficiency in the assigned qualification level. This training must be maintained in the ARMS database.

Continuous Entitlement—The condition under which rated officers and career enlisted aviators in an aviation career are entitled to receive ACIP or CEFIP without regard to flight activity.

Flight—For the purpose of this instruction only, a flight is synonymous with a mission.

Flight Authorization (FA)—A single document used to identify all aircrew, operational support, and authorized non-interference members on AOs, who are qualified and authorized to perform duties on specific aircraft for a scheduled mission. ACMs and MEGPs may be placed on the flight authorization, only in the Remarks section. AE/PJ FAs are attached to the aircraft FA for the mission(s) on which they performed duties.

Frequent and Regular—"Frequent and regular" is a DoD 7000.14-R, Volume 7A, Part Two, term which establishes the minimum monthly flight requirements to be entitled to conditional Aviation Career Incentive Pay (ACIP), Career Enlisted Flight Incentive Pay (CEFIP), or Hazardous Duty Incentive Pay (HDIP). DoD 7000.14-R, Volume 7A, Part Two, sets the minimum at four hours for active duty (DoDFMR, Part Two) and two hours for Air Reserve Components (ARC) per calendar month, or a

prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flier status. There must be a need to perform inflight duties.

Gate—Identifies a point in a rated officer's or CEA's aviation career at which utilization is measured according to the Aviation Career Incentive Act of 1974, the Aviation Career Improvement Act of 1989, the FY 96 National Defense Authorization Act, or the FY 00 National Defense Authorization Act. Utilization is measured at the 12th and 18th year of aviation service for rated officers, and 10th, 15th, and 20th years of aviation service for CEAs. A transition period was in effect for rated officers until 1 October 2003.

Government Aircraft—An aircraft owned, operated, or leased by the US Government.

Hazardous Duty Incentive Pay (HDIP)—Incentive pay authorized for personnel required to perform flight duties on a frequent and regular basis.

Host Aviation Resource Management Office—The office responsible for ARMS, flight record, and jump record management. The HARM office determines entitlement to ACIP, CEFIP, and HDIP.

Host Aviation Resource Manager—The sole approval authority (except for HQ USAF/XOOT) at each flying base for determining entitlement and the starting and stopping of Aviation Career Incentive Pay (ACIP), Career Enlisted Flier Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties; responsible for interpreting public law as it pertains to entitlement to these incentive pays along with auditing and reconciliation of these incentive pays; and the single point of contact for ARMS. These positions are inherently governmental.

Instrument Flight—Flight conducted when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments.

Intent—For the purpose of publishing an Aeronautical Order, the intent of an AO validates individual qualification for aviation and parachutist service, authorizes and directs frequent and regular participation in aerial flight or parachute duties; and establishes or terminates individual entitlement to ACIP, CEFIP, and HDIP. Intent also includes the effective date of the AO.

Interfly—The exchange and/or substitution of aircrews and aircraft between MAJCOMs.

Mission—For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols) and which may consist of an increment of one or more sorties. Several missions may be accomplished in one sortie.

Mission Essential Ground Personnel (MEGP)—Military members not authorized AOs who are tasked to perform unique ground support duties directly related and essential to the particular aircraft or mission being flown, e.g., a maintenance specialist required to perform routine maintenance or a security team required to guard the aircraft at enroute or destination stops. MEGPs are further defined by MAJCOMs in MAJCOM supplements to this instruction. The OG/CC (or equivalent) with operational control of the mission being flown grants MEGP status. MEGPs are passengers and may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R.

Officer Service Date (OSD)—Effective date of service as a commissioned, warrant, or flight officer, whether or not served on extended active duty. This is usually equivalent to total federal commissioned service date backdated by any period served as a warrant or flight officer. For flight surgeons, the OSD

includes constructive service granted medical officers in the computation of creditable service for basic pay.

Operational Flying—Flying performed under competent orders by rated and CEA personnel (primarily for mission, support, or training purposes) while serving in an assignment where basic flying skills usually are maintained for performing assigned duties.

Operational Support Flier—An individual whose primary, full-time duty does not require flying. The Air Force may require these individuals to fly on an occasional basis to perform a specific, essential inflight duty that cannot be performed by an assigned aircrew member. Duties may include, but are not limited to inflight test, operation, or inflight maintenance of specific aircraft systems or installed equipment. Operational support fliers must be placed on aeronautical orders and complete prescribed flying hour requirements in order for them to receive non-crew hazardous duty pay. Authorized man-months are required prior to issuance of aeronautical orders.

Orientation Flight—Continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin.

Point-to-Point—Public Affairs travel. Point-to-point means flights that takeoff from one location and land at a different location. Such flights require MAJCOM/CC or SECAF approval as specified in [Table 1.1](#) of this instruction. Point-to-point orientation flights are not authorized.

Sortie—An AFTO Form 781 aircraft sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and either of the following conditions occur: a) the engines are stopped, or the aircraft is on the surface for five minutes, whichever occurs first; or, b) a change is made in the crew which enplanes or deplanes a crewmember. For logging aircrew proficiency training, on missions where some crewmembers deplane and the remaining crew from the original takeoff re-launch, this may be considered to be a continuation of the original aircrew sortie. MAJCOMs may establish MDS-specific crew requirements and procedures for aircrew continuation sorties.

STANAG 3526 AMD—Interchangeability of NATO Aircrew Medical Categories.

Supervisory Aircrew or Staff Member—Personnel in supervisory or staff positions (API 6, 8, B, and D) who actively fly; or in positions (API 3, 4, C, and E) that require aircrew expertise but individuals are not required to fly.

Training Level—Assigned to individuals based on the continuation training aircrew status (basic aircraft qualification, basic mission capable, or mission ready/combat mission ready) they are required to maintain.

Training Period—Any training period determined by the MAJCOM or Wing in which training requirements are performed.

Unit Commander—When used in this instruction, "unit commander" refers to the squadron commander (or comparable level) or higher level within the chain of command.

Attachment 1 (ANG)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-403, *Aerospace Physiological Training Program*

ANGI 38-101, *ANG State Headquarters Manpower/Organization Guide*

Abbreviations and Acronyms

AATC—ANG/AFRC Test Center

AATTC—Advanced Airlift Tactical Training Center

ACBT—Air Combat Basic Tactics

ACM—Additional Crew Member

AE—Aeromedical Evacuation

AF— Air Force

AGL—Above Ground Level

AO—Aeronautical Order

ASEV—Aircrew Standards and Evaluation

BAQ—Basic Aircraft Qualification

BMC—Basic Mission Capable

CC—Commander

CCT—Combat Controller Team

DAFSC—Duty Air Force Specialty Code

DSD—Deputy Secretary of Defense

DSN—Defense Switch Network

EP—Evaluator Pilot

FA—Flight Authorization

FCIF—Flight Crew Information File

FEF—Flight Evaluation Folder

FS—Flight Surgeon

IAW—In accordance with

HQ—Headquarter

ICAO—International Civil Aviation Organization

IDS—Individual Data Summary

IFP—Intelligence Flying Program

IP—Instructor Pilot

MC—Mission Capable

MP—Mission Read Pilot

MR—Mission Ready

NGB—National Guard Bureau

NMR—Non-Mission Ready

PA— Public Affairs

PAA— Primary Assigned Aircraft

PAFSC—Primary Air Force Specialty Code

PTO—Published Technical Orders

ROTC—Reserve Officer's Training Corp

SKE—Station Keeping Equipment

SLMO—Senior Leadership Management Office

SOF—Supervisor of Flying

SSN—Social Security Number

TAG—The Adjutant General

UFT—Undergraduate Flying Training

UNT—Undergraduate Navigator Training

UPT—Undergraduate Pilot Training

US—United States

Attachment 2

INSTRUCTIONS FOR USING AFTO FORM 781, ARMS AIRCREW/MISSION FLIGHT DATA DOCUMENT

A2.1. Purpose. The AFTO Form 781-series provides maintenance, inspection, service configuration, and flight operations records for weapon or support systems. AFTO Form 781 is the source document for recording and reporting operational flight or training device information for each individual authorized to take part in a mission. This form is the primary record of both personnel and aerospace vehicle flying hours. It is the official record to validate flight pay eligibility for rated, CEA, and other non-rated officer and enlisted members required to fly. The original AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, must be maintained in the HARM office that services the unit to which the aircraft is assigned.

A2.2. Scope. These instructions apply to all rated, CEA, and other non-rated officer and enlisted members authorized to log flight or training device time in an airborne duty or position for the purpose of maintaining an official Air Force Individual Flight Record.

A2.3. Responsibilities. The AFTO Form 781 is established by TO 00-20-1. Maintenance personnel are responsible for distributing and collecting these forms. Completing AFTO Form 781 and other forms in that series is a joint responsibility of maintenance personnel and the pilot in command.

A2.3.1. The crew chief or alternate ensures a sufficient number of copies of AFTO Form 781 are onboard the aircraft and completes items 2 through 5 on a sufficient number of copies to fulfill mission requirements.

A2.3.2. The pilot in command ensures the AFTO Form 781 is dated and properly completed to show all pertinent flight data and the flight time for all personnel who are authorized to take part in the flight. The pilot in command:

A2.3.2.1. Before flight, reviews the aircraft status as indicated on AFTO Forms in the 781-series and then signs the exceptional release, if not previously signed by maintenance.

A2.3.2.2. Documents all discrepancies observed before, during, and after flight on AFTO Form 781A, **Maintenance Discrepancy and Work Document**.

A2.3.2.3. After the flight is completed, fills in the required entries in item 10, Flight Condition Data (AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**) and initials item 38 of AFTO Form 781.

A2.3.3. The completed AFTO Form 781 must be removed from the AFTO Form 781 binder after the information is entered at the maintenance debriefing and the form hand-carried to either the SARM or maintenance plans and scheduling office (MAJCOM option) and after ARMS update is hand-carried to the HARM.

A2.3.3.1. **(Added-ANG)** See ANG Master Mission Symbol List at <https://airguard.ang.af.mil/xo/FlyHrs/FLYHRS.html>

A2.3.3.2. **(Added-ANG)** ANG units will use Flight Authorization Duty codes IAW AFI 11-401, **Table A2.3.**, of the basic instruction and this supplement. Units have the option to specify the

third and fourth character (except for those specified in [Table A2.3.](#), of the basic instruction and this supplement). If the third and/or fourth position of the aircrew identifier is used, it must be identified in the remarks section of the flight authorization.

A2.3.4. Each unit operations officer:

A2.3.4.1. Gives to the maintenance organization that services the aircraft assigned to that unit the necessary organization and location information to be entered in items 4 and 5 of AFTO Form 781. This ensures completed forms are sent to the proper SARM or HARM for entry into ARMS.

A2.3.4.2. Ensures a responsible individual audits the unit's AFTO Forms 781 for accuracy and legibility and initials in item 39 of the form in the before sending it to the HARM. Where local procedures establish the HARM as the auditing agency, the responsible individual from that office initials the form in item 39.

A2.3.4.3. The original copy of the AFTO Form 781 must be provided to the HARM that services the unit to which the aircraft is assigned no later than 5 days after the end of the month in which the flights were performed. For example, the Form 781 for a flight flown in March must be turned in to the servicing HARM NLT 5 April.

EXCEPTION: ARC units that track/maintain ACIP and CEFIP for their aircrew members may forward the AFTO Forms 781 to the servicing HARM not later than the first day following two months after the month in which the flight was performed. In the above example, the forms would not be required to be turned into the HARM until 1 June.

A2.3.4.3.1. To prevent changes being made to an individual's flight record in ARMS after the original was updated and sent to the HARM office, SARMS are not authorized to maintain duplicate copies of AFTO Forms 781 (including extracts). If changes are required after the flight information has been entered in ARMS and the form is at the HARM, the pilot in command must contact the HARM office to make corrections.

Table A2.1. AFTO Form 781 Entries According to TO 00-20-1.

ITEM	ENTER
2	MDS designator from AFTO Form 781F, item 3. Example F016A.
3	Enter the aircraft serial number. Use the following format for entry in ARMS, last two digits of the year, followed by a dash, then the last four digits of the tail number. Example: 83-0142.
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 52 FW (USAFE) and the four-letter code of the HARM office which serves that organization (obtain from the unit HARM/SARM Office). This will be the HARM office that processes and files the original forms.
5	The base of the unit of aircraft assignment.
AFTO FORM 781 ENTRIES (CERTIFIED BY THE PILOT IN COMMAND)	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date. Example- 20050325
6	Mission number assigned for this leg of the mission (MAJCOM option).

<i>ITEM</i>	<i>ENTER</i>
7	Authorized mission symbol for each flight. Aircrew may enter all flights on the same GMT date on a single AFTO Form 781.
8	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
9	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
10	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
11	<p>24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: (a) The engines are stopped and shutdown occurs at or before five minutes after touchdown. (b) The aircraft has been on the ground for five minutes after touchdown; however, a series of practice landings is considered one flight. (c) A change is made in the crew where a crewmember enplanes or deplanes.</p> <p>NOTE: When a flight starts before 2400 GMT and ends after GMT midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.</p>
12	Subtract takeoff time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
13	Number of touch-and-go, full stop, and total landings.
14	Number of sorties accomplished. A sortie covers a flight from first take off to landing as described in block 11; however, if any flight entry is split (INFL), the sortie will be recorded on the flight that lists final landing.
15	Specified by MAJCOM.
16	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
17	Four-digit unit number to which the crewmember is assigned/attached for flying. Use leading zeros when the unit number has fewer than four digits.
18	SSN of the crewmember. An error in this entry will result in time being lost or credited to another crewmember.
19	Crewmember's last name (printed).

ITEM	ENTER
20	Flight Authorization (FA) Duty Code assigned on the FA to the crewmember for this mission. This code cannot be higher than the individual's current qualification, but will indicate duties that the individual crewmember is scheduled to perform on the mission. For example, if the individual is an IP, but is scheduled to perform MP duties on a mission, the individual will be listed as an MP on the Flight Authorization. Refer to Table A2.3 for a complete list of duty codes. NOTE: The only time the FA code will not match the scheduled duties on the FA is for extenuating circumstances. The AC must document the reason in the remarks of the AFTO Form 781. For example, a pilot was scheduled to perform IP duties in conjunction with upgrade training for a second pilot; however, the upgrading individual was DNIF and did not fly, so the pilot only performed primary duties. MP is logged with primary time and the AC documents the reason in the remarks section. When using the FA more than one day, log FA Duty Code actually performed and annotate in remarks if different from the FA.
21-26	Times in hours and tenths for each category as defined in Chapter 3 of this instruction. The total time in item 26 cannot exceed the grand total in item 12 column and total of items 21 through 25 cannot exceed item 26.
27	Total number of sorties for this crewmember. Entry is normally the grand total (see item 14, above).
28-30	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in Chapter 3 of this instruction.
31	Hours and tenths of time performed while wearing night vision goggles.
32	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Unit Training Assembly (Inactive Duty), 3=Flying Training Period (Inactive Period), 4=Civilian Technician, and 33=Inactive Duty.
33	Log Combat Time in hours/tenths for each category as defined in Chapter 3 of this instruction.
34	Number of Combat Sorties flown that meet requirements as defined in this instruction, Chapter 3 .
35	Log Combat Support Time in hours and tenths for each category as defined in Chapter 3 of this instruction.
36	Number of Combat Support Sorties flown that meet requirements as defined in Chapter 3 of this instruction.
37	Initials of maintenance personnel at the debriefing who reviewed the form.
38	Initials of the pilot in command who certifies form accuracy. For multiple sorties, the pilot in command initials for each sortie.
39	Initials of the unit operations officer or Aviation Resource Manager (ARM) who verifies the accuracy and legibility of the form prior to entry into ARMS.
40	Eight-digit date and initials of the ARM who processed and audited form.

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(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - SEE REVERSE)

MISSION DATA

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FLYING ORGN

SSN

LAST NAME

FLT AUTH DUTY CODE

PRM

SEC

INSTR

EVAL

OTHER

TOTAL

SORTIES

PRIMARY NIGHT

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SIM INST

AVG

RESERVE STATUS

COMBAT TIME

SORTIES

COMBAT SPT TIME

SORTIES

10 U.S.C. 8012; 44 U.S.C. 3101; and EO 9397

PRINCIPAL PURPOSE: Source document for recording individual flying time, sorties and or events for input into the Aviation Resource Management System (ARMS) and Flying Hour Reporting System

ROUTINE USES: Validation of accomplishment of flying requirements needed to attain or maintain professional standards. Validation of hourly flying accomplishments where necessary to authorize payment of flying incentive pay. Provide basic record of each flight of USAF aircraft, reason for mission, duration, crew members and duty positions. Used as a source document for determining number of hours of operating time on airframes and power plants. The SSN is used for identification of individuals and records.

DISCLOSURE IS MANDATORY: Individuals must furnish the information to meet qualification and incentive pay standards. Failure to provide the information and SSN could result in loss of records with consequent loss of professional qualification and incentive pay entitlement.

REMARKS OTHER THAN FLIGHT DISCREPANCIES: Captain Taylor was scheduled to perform Instructor duties, however Capt Owings (UP) did not perform any upgrade duties due to illness she incurred during flight. MSgt Sobolewski did not perform any duties due to Instructor/student needing full 4.0. Ops support member: Life Support Tech SMSgt Sewell performed NVG testing and proper equipment fitting for 2.0 hours, did not perform duties during critical phases of flight.

CONVERSION TABLE

1 OR 2 MIN - .0 HR

3 THRU 8 MIN - .1 HR

9 THRU 14 MIN - .2 HR

15 THRU 20 MIN - .3 HR

21 THRU 26 MIN - .4 HR

27 THRU 33 MIN - .5 HR

34 THRU 39 MIN - .6 HR

40 THRU 45 MIN - .7 HR

46 THRU 51 MIN - .8 HR

52 THRU 57 MIN - .9 HR

58 THRU 60 MIN - NEXT

WHOLE HOUR

AFTO Form 781, 20020320 (EF-V1)

A2.4. Extract AFTO Form 781. Each individual on the form whose flight records are maintained by another HARM prepares a data extract copy of the original AFTO Form 781 to be sent, usually within five duty-days, to that member's HARM. If more than one individual named on the form is serviced by the HARM, a single data extract copy may be used. For example Captain Grengs, a pilot from Minot AFB, flew a mission at Grand Forks AFB. A copy of the AFTO Form 781 is made, certified, and sent to the HARM office at Grand Forks. Extracts at the same base for aircrew members serviced by the same HARM are not authorized.

A2.4.1. Individuals whose flight records have been closed out, to transfer custody must prepare a data extract form for each authorized flight during that period.

A2.4.2. The data extract AFTO Form 781 is an exact copy of the original AFTO Form 781.

A2.4.3. Upon receipt of an extract, member's servicing HARM office personnel will lightly line through individual mission data lines of members not in the local ARMS database, leaving only the members they will enter in ARMS. The HARM office responsible for management of the original AFTO form 781 will have a line lightly drawn through members who were extracted (not from aircraft's home station).

A2.4.4. The data extract form is so identified and certified, either by a commissioned officer (preferably the pilot in command), or by the HARM Chief/Superintendent.

A2.4.5. See [Attachment 4](#) for an extract authorized for non-operational, long TDYs.

A2.5. Privacy Act Advisement for AFTO Form 781. Personnel who furnish personal information for completing the AFTO Form 781 are advised to read the Privacy Act Statement on the back of the form.

A2.6. AFTO Forms 781 Series. The AFTO Form 781 is used to record operational flight data. Other forms in the series, important to the pilot in command, give detailed information that concerns the status, servicing, and configurations of the aircraft, or list symbols required to properly complete other forms in the series. Although explained in detailed in TO 00-20-1, these forms are briefly reviewed to assist aircrew personnel.

A2.6.1. **AFTO Form 781A, Maintenance Discrepancy and Work Document.** Used to document each discrepancy discovered by the pilot, other crewmembers, or maintenance personnel. It must be checked by the pilot before flight to provide a general status review of the aircraft. Use this form to enter any discrepancies discovered and not previously reported.

A2.6.2. **AFTO Form 781F, Aerospace Vehicle Flight Report and Maintenance Document.** The cover sheet for AFTO Form 781-series folder or binder in each aircraft. The face gives information that concerns the vehicle including MDS, serial number, organization and location, station code, servicing, and inventory data. The reverse of the form has valid airborne duty and position codes authorized by this instruction.

A2.6.3. **AFTO Form 781G, General Mission Classification-Mission Symbols.** Lists the valid US Air Force mission symbols specified in [Table A2.2](#).

A2.6.4. **AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance Document.** Used for transcribing operational flight data needed by maintenance. Maintenance status and servicing information are documented to provide operating personnel with a ready reference as to the status of the aircraft or air launched missile. It shows the status and history of inspections related to the daily

flight activity of the day involved. It is used by the pilot to document aerospace vehicle time, full stop and total landings, cartridge starts, and engine cycles for each flight. It is also used by the pilot to report functional check flights and to record flight condition data. The pilot in command must make sure the data entered in parts of AFTO Form 781H that apply to each flight agree with AFTO Form 781 data for the corresponding flight line entry.

A2.6.5. AFTO Form 781M, Status Symbols and Functional System Codes. Contains the system numbers, general grouping, and system title codes used by maintenance and aircrews that are required to complete other forms in the AFTO Form 781-series.

Table A2.2. Authorized Mission Symbols.

Authorized Mission Symbols (<i>NOTE:</i> Only mission symbols listed in this table are valid. In ARMS the mission symbol is a five-character field. The first two characters must be IAW this table. MAJCOMs may assign additional characters as required (see notes 1 and 2 at end of table).	
CA, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
A1	Scheduled Flights. Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	Scheduled Air Evacuation Flights. Missions where the main goal is to move patients on a scheduled frequency.
A3	Nonscheduled Air Evacuation Flights. Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	Nonscheduled Logistics. Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	Positioning or Repositioning. The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	Tactical Training. Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	Other. Classified or other special missions.
A8	Contingency Operations. Contingency missions directed by HQ USAF.
A9	United Nations (UN) Missions. Missions in support of UN operations, as directed by HQ USAF.
SUPPORT MISSIONS (CA and Z coded operational support aircraft only)	
S1	Administrative. Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC), Air Explorers, and Civil Air Patrol (CAP) indoctrination and similar flights.
S2	Personnel. Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by Air Mobility Command (AMC) common user passenger or cargo transports completing single manager operations for airlift services.
S3	Material and Supplies. Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.
S4	Logistics. Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.

SUPPORT MISSIONS (CA and Z coded operational support aircraft only)	
S5	Special. Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions and air demonstration flights.
S6	Navigational Aids (NAVAIDS) Check. Missions in which the main purpose is to flight-check radar and NAVAIDS.
S7	Aircrew Qualification. Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	Support Training. Missions in which the main purpose is to meet semiannual flight requirements (including instrument and qualification checks) as prescribed by this instruction. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.
TRAINING MISSIONS (NOTE: T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.)	
T1	Student Training. Missions where the main goal is to instruct and train pilots and aircrew under the direction of Air Education and Training Command (AETC) or other USAF Activities engaged in formal student instruction (include flying of instructors in the course of student training).
CA, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
T2	Formal Major Weapon System (MWS) Training. Instruction and training of pilots and crews undergoing initial MWS crew training in designated Formal Training Units.
T3	Operational Training. Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for airlift service), and continuation training.
T4	Special. Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	Reserved for future use
T6	LOW LEVEL MISSIONS (defined by MAJCOMs).
T7	Reserved for future use
T8	Tanker Task Force Support. Missions flown by TDY (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.
OPERATIONS MISSIONS	
O1 / O2	As directed by HQ USAF.

O3	Aircraft Delivery. Aircraft delivery flights under the control of Air Combat Command (ACC), including inter-command transfers; US Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	Test. Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	Direct Test Support. Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	Indirect Test Support. Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.
O7	Special (Air Force Materiel Command [AFMC] use only). Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded unairworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system (TRACALS) evaluations, and air traffic control operational evaluations.
O8	Maintenance Tests. Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.
CA and Air Rescue CF Coded Aircraft Missions	
O9	Operational Reconnaissance. Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1-P5	As directed by HQ USAF (See Note 1).
P6	Counter-Narcotics Support. Missions flown in support of Counter-Narcotics operations.
P7-P9	As directed by HQ USAF (See Note 1).
R1-R9	As directed by HQ USAF (See Note 1).
C1	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).
C2-C9	As directed by HQ USAF (See Note 1).
A - Z	Mission symbol letters not listed are to be used as directed by HQ USAF. Units must receive permission from HQ USAF/XOOT prior to using mission symbols not specified in this table.

OPERATIONS NOTES:

1. For the P, R, and C mission symbols, use the following third character suffixes to identify missions flown by specific MAJCOM: AMC use A, B, C; ACC use D, E, F; USAFE use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRC use T, U, V; AETC use W, X, Y and AFMC use Z. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix will be used. MAJCOMs will provide HQ USAF/XOOT a copy of directives on the use of these mission symbols.

2. For all missions flown in designated combat areas, make the third character an A to differentiate those combat missions where aerial delivery/recovery of airborne forces/equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions.

INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF)

L1-L8	Contingency. Special transport missions that support contingency plans and test exercises. HQ AMC assigns symbol in the operation order (OPORD). If no OPORD is written, AMC's Tanker Airlift Control Center (TACC) assigns symbol to be used.
M1	Cargo. Scheduled transport missions where the main goal is to move cargo.
M2	Passenger or Patients. Scheduled transport missions in which the main goal is to move passengers or patients. Suffix "L" is reserved for patient flights. Suffix "P" is reserved for passenger flights.
M3	Cargo or Passengers. Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	Positioning for Channel. Locating an aircraft at a station for channel traffic onloads. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.
M5	Depositioning for Channel. Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.
M6	Special Assignment. Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the aircraft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.
M7	Non-revenue. Nonscheduled missions operated in support of the airlift force other than exercises.
M8	Joint Airborne or Air Transportability Training. Transport missions where the main goal is joint airborne training.
N1	Training and Standardization. Training and standardization evaluation flights for personnel assigned or attached to a tactical or transport unit.

N2	Tactical Training. Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low-level navigation training missions.
N3	Search. Industrially funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.
CA and Air Rescue CF Coded Aircraft Missions	
N4-N8	Reserved for Future Use. These symbols are used to complement the contingency mission symbols as assigned by TACC.
SIMULATOR TRAINER CLASSIFICATIONS	
Q1	Student Training. Instruction and training of pilots and crews under the direction of AETC or other US Air Force activities engaged in formal student instruction.
Q2	Mission Training. Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	Maintenance Tests. Performance of functional check flights.
Q5	Simulator Test. Missions to acquire data or verify simulator performance, handling qualities, and systems.
SIMULATOR NOTES:	
<ol style="list-style-type: none"> 1. Suffix "E" is reserved for engineering tests (hardware, software design, or development). 2. Suffix "F" is reserved for human factors research missions. 	

A2.6.6. **Flight Authorization Duty Codes.** Flight authorization duty codes identify the aircrew member's flight duty status. They are four letter codes and MAJCOMs have the option to specify the third and fourth characters (except for ABMs).

Table A2.3. Flight Authorization Duty Codes.

Aircrew Qualification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP
E	Evaluator qualified	Yes
F	Qualified in basic weapon system	Yes
I	Instructor qualified	Yes
M	Mission qualified in weapon system	Yes
O	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Colonel and above)	No
S	Student enrolled in Undergraduate Flying Training	Yes
U	Obtaining initial qualification or requalification in the weapon system	Yes
X	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Lt Colonel and below)	No

Aircrew Position Identifier (Second Character)		
A	Astronaut (rated officer performing “non-crew” space station duty) or Other Aircrew Member (nonrated)	Yes
B	Boom Operator	Yes
C	Copilot	Yes
D	Parachutist	Yes
E	Electronic Warfare Officer or Defensive System Operator	Yes
F	Flight Engineer	Yes
G	Aerial Gunner	Yes
H	Flight Nurse	Yes
I	(Deleted)	(N/A)
J	Pararescue Member	Yes
K	Airborne Communications System	Yes
L	Loadmaster or Dropsonde	Yes
M	Airborne Mission Systems/Specialist	Yes
N	Navigator	Yes
O	Air Battle Manager	Yes
P	Pilot	Yes
Q	Airborne Linguist	Yes
R	Navigator-Bombardier or Offensive Systems Operator	Yes
S	Flight Surgeon	Yes
T	Flight Attendant	Yes
U	Air Vehicle Operator	Yes (Note 5)
V	Airborne Battle Management Systems (Sensor Operator)	Yes
W	Weapon System Officer	Yes
X	Non-interference Commander	No (Note 6)
Z	Operational Support, Airborne Battle Staff, Airborne Emergency Actions Officer, Mission Crew Commander authorized non-crew in-flight duty	Yes
Third Character (ABM Only)		
S	AWACS	
L	ABL	
D	Air Defense	
T	GTACS	

J	JSTARS
Fourth Character (ABM Only)	
A	Air Surveillance Officer
B	ACE Team/Element Members
C	Electronic Combat Officer
J	Joint Interface Control Officer
M	Mission crew Commander
O	Sensor Management Officer
S	Senior Director
W	Air Weapons Officer

NOTES:

To meet OFDA, ACIP, CEFIP, or HDIP requirements, aircrew members must comply with the following:

1. Log their flight time using both an aircrew certification code and position identifier valid to credit time (a "yes" in column 3).
2. Log primary, secondary or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the aircrew certification code O or X.
3. Be attaining or maintaining qualification in the aircraft.
4. Operational support fliers must log primary time to meet the requirement for HDIP. When not performing primary duties, they will log other time.
5. Inactive UAV time does not count towards OFDA and ACIP.
6. Non-interference flyers other than (flying unit commanders) must receive HQ USAF/XOOT approval to log flying time on AFTO Form 781 and enter data into ARMS.

Table A2.3. (ANG) Flight Authorization Duty Codes.

Third Character (If Second Character is "A" or "Z") (Added)	
M	Aeromedical evacuation technician
P	Photographer

A2.6.7. **Standard Training Event Identifiers.** [Table A2.4.](#) shows the training event identifiers to use for all Air Force personnel in ARMS.

Table A2.4. Standard Training Event Identifiers.

Identifier	Description
AA01	Qualification Evaluation
AA02	Qualification Evaluation, Simulator
AA11	Instrument Evaluation
AA12	Instrument Evaluation, Simulator
AA21	Combined Qualification and Instrument Evaluation
AA22	Combined Qualification and Instrument Evaluation, Simulator
CC01	On Scene Commander Training
FF00	Total Flight Surgeon Sorties
FF01	Total Day Flight Surgeon Sorties
FF02	Total Night Sorties, Flight Surgeon
FF11	Primary Aircraft Day Flight Surgeon Sortie
FF12	Primary Aircraft Night Flight Surgeon Sortie
FF21	Non-Primary Aircraft Day Flight Surgeon Sortie
FF22	Non-Primary Aircraft Night Flight Surgeon Sortie
LL01	Life Support Familiarization Training
LL02	Emergency Egress Training -Ejection Seat
LL03	Emergency Egress Training -Non Ejection Seat
LL04	Aircrew Chemical Defense Training (ACDT)
LL05	Egress Training with ACDE
LL06	Life Support Equipment Training
PP12	Centrifuge Training
SS01	Local Area Survival
SS02	Combat Survival Training (CST)
SS03	Conduct After Capture (CAC)
SS04	Non-combat Survival Training (NCST)
SS05	Water Survival Training (WST)
SS06	Emergency Procedures Training
SS07	Contingency SERE Indoctrination (CSI)
SS20	Combat Survival Training (CST), Wartime Level C (S-V80-A)
SS21	Combat Survival Training, Wartime Level B
SS22	Combat Survival Training, Wartime Level C Top Off
SS23	Combat Survival Training, USAFA Wartime Level B

Identifier	Description
SS24	Survival Training, Governmental Detention Level C (S-V83-A)
SS25	High Risk Survival Training, Govern. Detention Level C (S-V91-A)
SS26	Governmental Detention, Level B
SS27	Hostage Survival Training, Level C (S-V93-A)
SS28	Hostage Survival Training, Level B
SS29	Survival Training (S-V82-A)
SS30	Underwater Egress Training (S-V84-A)
SS31	Water Survival Training, Parachuting (S-V86-A)
SS32	Water Survival Training, Non-Parachuting (S-V90-A)
SS33	Arctic Survival Training (S-V87-A)
SS34	Medical SERE Training (B3AZYBLMD-000)
VV01	Initial Night Vision Goggle Training

NOTE: Duplicate double letters (AA through ZZ) identify Air Force specified training events. AF/XOOTF establishes and authorizes the use of Air Force duplicate double letter codes. Other letter and/or number combinations (such as AB) are authorized for events identified in other publications.

Attachment 3**PREPARING AERONAUTICAL ORDERS****A3.1. Purpose Explained.** AOs are:

A3.1.1. Published on AF Form 1887, or on an approved computer output format, AOs or ARMS AO are used to validate individual qualification for aviation and parachutist service; to authorize and direct individual performance of duty that involves frequent and regular participation in aerial flight or parachute duties; and to establish or terminate individual entitlement to aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), and hazardous duty incentive pay (HDIP). HDIP for parachutists must specify static or HALO jump requirement authorized to perform and type of HDIP entitlement authorized. AOs initiating and authorizing aviation/parachutist service cannot be effective prior to being medically qualified.

NOTE: ARMS AOs are not considered “computer-generated” as stated in AFI 33-328, Administrative Orders. HARMs evaluate products and process required changes in ARMS and an Aviation Resource Manager generates the AO. ARMS no longer produces computer-generated AOs.

A3.1.2. Maintained in individual FRFs/JRFs to provide a complete chronological history of each individual's aviation career. A record set will be maintained in the HARM office file system until moved to staging area.

A3.1.3. Distributed according to **Table A3.2**.

A3.1.4. Completed according to **Table A3.1** through **Table A3.4**. (See **Figure A3.1** for completed sample).

A3.1.5. Signed by the wing Host Aviation Resource Manager (HARM). The wing HARM must be an Aviation Resource Management NCO (E-7 or above/civilian equivalent [GS-6] or E-7/GS-7 or above for ANG) with a seven (7) skill level, at least three years experience in the 1C0X2 career field, and a current CHARM qualification; and must have been awarded a CHARM SEI 066. Waiver to this requirement must be submitted to HQ USAF/XOOTF with full justification, proof of member's qualification (copy of 1C0X2 training record AO task certification), and expected get well date.

A3.1.5.1. The assistant CHARM may sign in the absence of the CHARM; however, the same qualification requirements above apply. Additionally, the statement “Signed for” must be written or typed above the signature block and the assistant CHARM signs their own name above the CHARM's signature block.

NOTE: The only authentication stamp authorized is the CSAF on Department of the Air Force AOs.

A3.2. AOs Publication. Publish AOs for:

A3.2.1. Officers and CEAs qualified for an aviation career (restricted to rated officers, officers in flying training leading to award of an aeronautical rating, and the CEA designation) to:

A3.2.1.1. Start or end the member's requirement to perform operational flight/jump duty.

A3.2.1.2. Direct and record changes to ASC and incentive pay entitlement. When the AO initiates or terminates flight/jump pay at the same time as the ASC change, the bottom portion of the AO is

completed and serves as a Military Pay Order (MPO) to start and stop flight/jump incentive pay. HARMs will use a DD Form 114 to start and stop past or future entitlements based on qualifications or actions not applicable to the current AO.

A3.2.1.3. Establish the TSC for rated officers.

A3.2.2. Members (officer and enlisted) not qualified for an aviation/parachutist career to:

A3.2.2.1. Initiate or terminate member's requirement to perform regular and frequent flight (or jump) as a crewmember, parachutist, or operational support duties.

A3.2.2.2. Direct and record changes to ASC, FAC 4, 5, 6, 8, and E duties and incentive pay entitlement.

A3.2.2.3. Establish or terminate member's requirement to perform frequent and regular parachute jump duties as a parachutist member.

A3.2.3. Award basic and advanced authorized ratings and badges. AOs that award aeronautical ratings, aircrew member badges, and parachutist ratings are single-action orders.

NOTE: AOs will not be published for qualified other US military or foreign service (unless in UFT) members, professionally qualified civilian employees or government contractors to perform inflight duties. These individuals will be placed on the unit's flight authorization. (See paragraph 1.8.) Validate US military and foreign service members have competent orders (AOs) from their respective service in order to perform flying duties. HARMs may enter other US military, foreign service, or government civilians members in ARMS for the purpose of tracking aircrew training and physical/physiological qualifications, when the member will perform flying duties on a frequent basis.

A3.3. General Instructions.

A3.3.1. The HARM office prepares AOs IAW this instruction and inputs from unit HARMs, commanders (including unit commanders) and HQ USAF/XOOT.

A3.3.1.1. Number AOs in sequential order, starting with number one for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year. For example: FY02 Last AO was 1975.

A3.3.1.1.1. A record set of AOs contains all orders published during a fiscal year, to include regular, amendment and revocation orders. Each order number must be accounted for (log required), from the first order through the last order published for that fiscal year. Multiple logs and numbers (with letters added) are not authorized.

A3.3.1.1.2. A separate file of background material (from official sources), which supports each order's publication, must be maintained for each fiscal year IAW AFMAN 37-139. Annotate (in ink) the background material in the lower right-hand corner (bottom margin of page) to show the order number to which it pertains. For example: Supporting document (or background material) for AO # 0469, dated 15 Dec 2002.

A3.3.1.1.2.1. Source documents are from personnel database interfaces, military identification cards, finance system documents, re-enlistment papers, etc. Do not use documents that transferred dates or information from one source document to another—use the source. If using information logged on a member's in-processing or out-processing check-

list, for example DDLDS or Effective Date of Duty to process AOs, the HARM must request a MILPDS interface and validate the data for processing the AO.

A3.3.1.1.3. Post each amendment or revocation to the HARM record set and FRF/JRF (amendment only) copy. Post in ink on the left margin of the original order. For example: Revoked by AO #2424, dated 18 Sep 02.

A3.3.1.2. Confirm verbal orders (in writing) within three duty-days. Include in the written order the date and by whom the verbal order was issued and, if flying/jump status or aeronautical ratings/badges were affected, a statement why written orders were not issued earlier. For example, “The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance.”

A3.3.2. Unit commanders send a letter to the HARM to request aviation or parachutist service actions that originate at the unit level. For example: Initiating aviation/parachutist service, non-interference flying, or operational support requests.

A3.3.3. The host base Information Management (IM) office makes reproduction facilities available for publishing AOs when these facilities are not available within the HARM.

A3.3.4. HARMs may publish a single aeronautical order affecting several members providing the action is exactly the same for each member. For group orders, mask information protected under the Privacy Act of 1974 (SSNs) to prevent unauthorized disclosure.

A3.3.5. A single AO may be published directing several actions that pertain to an individual, provided all actions have the same effective and termination dates. (**EXCEPTION:** AOs awarding basic or advanced aeronautical ratings or badges do not contain other actions.)

A3.3.6. Use the AF Form 1887 or ARMS AO to amend or revoke a previous AO.

A3.3.6.1. Amend AOs to correct minor administrative errors (erroneous SSN, improper grade, termination date, misspelled name, etc.), if the intent of the original order is unaffected by the correction. The amendment order should contain the original effective date and only other required identifying data (name, grade, SSAN, and organization) and the amended data. Underline amended items. (An amendment makes the amended order read as it should have initially.) An AF Form 1887 is the recommended medium for amending AO because, as an automated system, ARMS automatically includes current information that may not be applicable for the effective period of the AO being amended. Using an AF Form 1887 avoids HARM system “work-arounds” that entail entering false date into ARMS. False data may interface with other Air Force systems and corrupt promotion or assignment processes. (**NOTE** following this paragraph remains unchanged.)

A3.3.6.1.1. Each AO requiring correction must have a separate amendment.

A3.3.6.1.2. Do not publish an amendment order to another amendment order. Revoke the incorrect amendment and publish a single correct amendment.

A3.3.6.1.3. Amending a termination date is authorized, except on an AO published to change a termination date. In this case, the AO’s intent was incorrect from the beginning. When amending an AO, document in ink the AO number and request date of the amendment AO on the lower left-hand margin of the original AO in the record set and FRF being amended. For example: Amended by AO #13, dated 13 Oct 03.

A3.3.6.1.4. HARM offices are not authorized to amend an AO to correct an effective date. Since the intent of a published AO is that the AO is valid from the beginning (effective date), an incorrect AO effective date invalidates that AO from the beginning. HARM offices must revoke the AO and publish a new AO with the correct effective date and the required aviation service change.

NOTE: HARM offices are authorized to amend other HARM offices' AOs (provide copy to original office).

A3.3.6.2. Do not rescind AOs. Action taken on a later AO supersedes only the same item on previous orders. Previously awarded items on an order maintain the same effective date. Example: MSgt Jones', (ASC 9D) aeronautical order (AO) will terminate 27 December 2003. However, MSgt Jones reenlists on 15 Dec 2003, and is to remain on active flying status. An AO must be printed to reflect the new termination date based on the new DOS; **the effective date of the AO will remain the same** as the AO that placed MSgt Jones on flying status.

A3.3.6.3. Revoke an order when it is void and without effect from the beginning. (A revocation deletes the order from the chronological history in the member's FRF or JRF.) However, the revoked AO must be filed with the record set background material of AOs to support the AO being published. When an AO is revoked, it no longer exists as an official document. Do not revoke a revocation; instead, publish a new order. For Example: When the HARM publishes AO #2424 to revoke AO #444. Remove AO #444 from the FRF and file AO #2424 in the HARM record set. Document revoked information on the lower left-hand side margin of the record set AO being revoked. For example: Revoked by AO #167, dated 18 Jan 03. HARMs must send a copy of both AOs to the member and HQ AFPC/DPMAOY. HQ AFPC/DPMAOY maintains a permanent file in member's historical file to show all aviation service actions processed.

NOTE: If a revoked AO is the MPO source document, it may be moved to the MPO section of the FRF; however, it will not be filed in the chronological AO portion of the FRF.

A3.4. Restrictions on Publication.

A3.4.1. Do not publish an AO to authorize Air Force Reserve Command (AFRC) or Air National Guard (ANG) personnel to take part in flight activity during short periods of EAD. **EXCEPTION:** AOs will be published for AFRC and ANG personnel while attending the Flight Screening Program.

A3.4.2. The AO effective date cannot be before the date the member met all eligibility requirements.

A3.4.3. Prior to publication of the AO terminating aviation service for non-CEA enlisted aircrew members, the HARM must ensure the member was given a 120-day notification before removal from aviation service. Receipt of assignment notification documentation from the MPF, as directed by AFI 36-2102, *Base-Level Relocation Procedures*, verbal orders of the member's unit commander (written confirmation must be received within three duty-days), or any official documentation received from HQ USAF/XOOT constitutes certification and will be noted in remarks of the published order. Place MPFs on distribution for all such AOs.

A3.4.4. AOs should not be published later than the effective date if the action changes, initiates, or terminates incentive pay entitlement or OFDA, unless:

A3.4.4.1. The AO confirms an ASC change as a result of PCS. In this case, the effective date is the day after the member signs out from the losing organization, as provided by the MPF. A retro-

active statement is not necessary for this action. HARMs will verify DDLDS documented on the member's in-processing sheet with MILPDS data.

A3.4.4.2. The AO involves circumstances where a directive establishes an effective date of AO. Cite the governing directive that applies as authority.

Figure A3.1. Sample Aeronautical Order and Instructions.

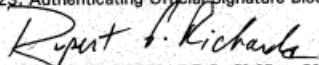
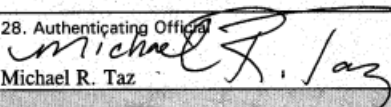
AERONAUTICAL ORDER (PA) AVIATION SERVICE											
1. AO Action Change ASC From 7J to 7A		2. Entitlement Authorization ACIP <input type="checkbox"/> CEFIP <input type="checkbox"/> HDIP <input checked="" type="checkbox"/> JUMP <input type="checkbox"/> HALO <input type="checkbox"/>		<input checked="" type="checkbox"/> Is Authorized <input type="checkbox"/> Is Not Authorized <input type="checkbox"/> Is Not Affected							
3. Name (Last, First, Middle Initial) Sullard, Teresa		4. Grade Gen	5. SSAN 444-24-444	6. Organization/Location Headquarters AFSOC, Hurlburt AFB 32544-5273							
7.											
<table border="1"> <tr> <td><input checked="" type="checkbox"/> Yes</td> <td>No</td> <td>Required to perform frequent and regular flights</td> </tr> <tr> <td><input checked="" type="checkbox"/> Yes</td> <td>No</td> <td>Required to perform parachute jump duties</td> </tr> </table>						<input checked="" type="checkbox"/> Yes	No	Required to perform frequent and regular flights	<input checked="" type="checkbox"/> Yes	No	Required to perform parachute jump duties
<input checked="" type="checkbox"/> Yes	No	Required to perform frequent and regular flights									
<input checked="" type="checkbox"/> Yes	No	Required to perform parachute jump duties									
8. Crew Position Pilot			9. DAFSC J011B1	10. Aviation Service Date 18 Jan 75							
11. ASC 7A	12. API 8	13. FAC 3	14. TSC D	15. OFDA 144							
16. Remarks Rated Officer Permanently Changed Assignment to an active API 8 flying position and a J011B1 DAFSC which requires Static Line and HALO jumping. Member is HALO qualified. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification. Administrative delays accessing personnel data caused delays in publishing this AO by the effective date. This order is retroactive.											
17. Request Date 15 Sep 01		18. Effective Date 5 Sep 01		19. Termination Date 27 Dec 04							
20. Authority AFI 11-401, para 2.4.1.6. & 2.4.10.		21. Distribution C		22. AO Number 0222							
23. Authenticating Official Signature Block (For the Commander)  RUPERT G. RICHARDS, SMSgt, USAF Chief, Host Aviation Resource Management			24. Headquarters Information DEPARTMENT OF THE AIR FORCE 16 SPECIAL OPERATIONS WING HURLBURT FIELD FL 32547								
MPO ACTION											
25. Pay Type <input type="checkbox"/> ACIP <input type="checkbox"/> CEFIP <input checked="" type="checkbox"/> HDIP <input type="checkbox"/> JUMP <input type="checkbox"/> HALO											
26. Start 5 Sep 01		27. Stop 27 Dec 04		28. Authenticating Official  Michael R. Taz							
PROCESSING INFORMATION											
29. Transaction No.		30. ADSN		31. Transmission No.							
				32. DROT Date							

Table A3.1. Instructions for Preparation of the AF Form 1887, Aeronautical Order Aviation Service.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1 (AO Action)	<p>(Initiate Aviation Service Period.) When this item is entered for rated officers who were previous fliers (except flight surgeons), include in item 15 the total number of months of operational flying as of the effective date of the order (item 18). An aviation service period is initiated for rated officers and CEA's on entry into flying training that leads to an aeronautical rating or badge and at each subsequent aviation career phase point (10, 12, 15, 18, and 20 years aviation service).</p> <p>(Change Aviation Service Code From.) If member had no aviation service code before the date of this order, enter "NA."</p> <p>(Revoke/Amend.) When AF Form 1887 is used to amend or revoke a previous AO indicated the action taken, and the previous AO number referenced. For example: "Amend AO 444." "Revoke AO 222," etc. Complete item 16 as required.</p> <p>(Establish ASD.) Used for all non-rated members who enter a course of instruction leading to pilot, navigator, flight surgeon, or CEA rating.</p> <p>(Aircraft Assignment.) Used to list aircraft each member is authorized to obtain and maintain qualification and log flying time for entitlement to incentive pays and OFDA.</p> <p>(Authorized Temporary Flying Duty.) Used for cadets in special training status.</p> <p>(Authorized Noninterference Flying Duty.) Used for non-rated members required to perform official specific tasks (more than once) who do not meet the criteria to qualify for aircrew or operational support status.</p> <p>(Other.) Used for all other reasons. Complete item 16 as required.</p> <p>*Delete* NOTE: HARMs are not required to publish aircraft assignment AOs. For officers not assigned directly to a flying unit (for example: wing or group), at a base with multi-type aircraft, a letter approving attachment for flying (coordinated through unit CC, DO, or DOV) documenting the member's primary aircraft to obtain/maintain aircrew qualification is needed to process or validate active AOs. Letters approving crew augmentation or authorization to perform mission-related observation or evaluation duties in and aircraft (s) an aircrew member is not in crew complement or obtaining/maintaining qualification in must also be filed in the FRF in order to log time in an aircraft (IAW paragraph 3.3.). Additionally, a letter of justification is required from the member's MAJCOM to fly in non-USAF aircraft, IAW paragraph 1.11. Letter (s) if applicable must be permanently filed on the left-hand side of the member's FRF. The letter will serve as the authorizing aircraft assignment action for the member.</p>

Item #	Check appropriate blocks(s) and enter information as follows:
Item 2 (Entitlement Status)	<p>An entry is required in this item for all AOs.</p> <p>a. Indicate the type of incentive pay to which the action relates: ACIP, CEFIP, HDIP, or JUMP/HALO. Do not circle more than one flight pay type; however, flight and jump may both be applicable.</p> <p>b. If the individual's entitlement to incentive pay is affected by publishing the AO, so indicate by checking the appropriate block, "is authorized" or "is not authorized."</p> <p>c. Check the "is not affected" block when the specific actions on the order do not result in a change in the entitlement status of the individual.</p>
Item 3 (Name)	<p>Enter the name for each member affected by the AO. If additional space is required, type "See reverse" and continue on reverse side. The following additional instructions apply:</p> <p>a. All items on the AO except name, grade, SSN and items 8 thru 16 must apply equally to each member listed on the order.</p> <p>b. If items 8 through 16 apply, enter only one name in item 1, and list the other names and items 8 and 16 on the reverse side of the order.</p> <p>c. For non-EAD members of AFRC, enter "AFRC (NON-EAD)" after member's name.</p> <p>d. For group orders, do not include information protected by the Privacy Act of 1974 (e.g., SSNs).</p>
Item 4 (Grade)	Enter the grade for each member affected by the AO.
Item 5 (Social Security Number)	Enter the Social Security Number (SSN) for each member affected by the AO.
Item 6 (Organization)	Enter the organization/location.
Item 7 (Required to Perform Frequent and Regular Flight Required to Perform Parachute Jump Duties)	Complete on initial assignment to aviation service or duties and for all ASC changes. NOTE: A rated member and a CEA member are required to perform frequent and regular flights as long as a valid rating is held. Item will be marked "NO" only in cases where a member is disqualified, suspended, separated, or retired from aviation service.
Item 8 (Crew Position)	Enter member's crew position. For example: Pilot, navigator, flight engineer, etc.
Item 9 (DAFSC)	Enter member's DAFSC.

Item #	Check appropriate blocks(s) and enter information as follows:
Items 10 through 15	<p>Complete, as appropriate, when the order: changes a rated officer's /CEA's ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer or CEA entering undergraduate flying training.</p> <p>Item 10. Complete this item only on AOs that first establish an aviation service career; for example, when entering formal training that leads to an aeronautical rating.</p> <p>Item 10. Enter Aviation Service Date</p> <p>Item 11. Enter ASC</p> <p>Item 12. Enter API code</p> <p>Item 13. Enter current FAC. NOTE: Do not publish AOs for changes in FAC only. (For example FAC 1 to FAC 3 doesn't require an ASC change)</p> <p>Item 14. Enter TSC code for rated officers only.</p> <p>Item 15. Leave blank when the order pertains to flight surgeons or officers performing non-rated airborne duties.</p>
Item 16 (Remarks)	<p>If necessary, continue this item on the reverse of the form.</p> <p>a. (Undergraduate Flight Training.) Include course name, class number or designator, and school location.</p> <p>b. (Awarding Aeronautical Rating.) When awarding a basic aeronautical rating, enter name of course completed, class designation or number, date of completion and school location. For helicopter-only rated pilots, AO remarks will reflect "Member is awarded helicopter-only pilot rating." Graduation from UFT or fixed wing qual constitutes award of fixed wing rating.</p> <p>c. (For Non-rated Crewmembers: Officers and Enlisted, and Members on Jump Status.) Enter UMD DAFSC with prefix. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification.</p> <p>d. (Initiation or Removal of a Disqualification [Administrative, Medical Disqualification, etc.].) Enter reason and authority according to AFI 11-402, AFI 11-410, and this instruction, or if any action was directed or confirmed by HQ USAF/XOOT. If for medical reasons, enter date of medical incapacitation shown in AF Form 1042.</p> <p>e. (Revalidating Flying Status of Rated officer/CEA.) Include statement that member's previous aviation service status terminated on (appropriate date) and reason member is being returned to aviation duty. For example, "Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201."</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>f. (Disqualification or Re-qualification.) Indicate action being taken and reason. For example:</p> <ul style="list-style-type: none"> (1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties. (2) Disqualification in one or more ratings of dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If member is to continue an aviation career in another rating, so state. (3) Prohibited from wearing aviation badge. When disqualification results from flying evaluation board (FEB) action that further directed that member not to be permitted to wear aviation badge, include: "Member is prohibited from wearing the aviation badge." (4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given. (5) Removing medical disqualification. Include date member is re-certified "medically qualified" and authority. <p>NOTE: Include statement: "Time while disqualified does not count toward advanced ratings/badges."</p> <p>g. (Retroactive Orders.) When date in item 18 (effective date) is before request date (item 17), include a statement validating the issuance of a retroactive order. Not necessary for PCS ASC changes.</p> <p>h. (Award of Badges.) Include the statement: "is awarded flight nurse badge, aircrew member badge, advanced aircrew member badge, or parachute badge," citing criteria met IAW AFI 11-402 or AFI 11-410. For the basic badge, include name of course; class number and designation, and location of school that qualified the member. For the advanced badge, cite the specific criteria attained that justified the award.</p> <p>i. (Changes to Orders.) If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and request date of the order being amended or revoked in the remarks. The effective date of the amend/revoke AO is required and should be the same date of the AO being amended/revoked.</p> <p>j. (Cadets in Special Training Status.) Enter: "The above named individual (s) (is) (are) authorized to participate in flight (or jump) duties as (a) cadet observer (s) in a special training status for the duration of the Advanced Training Program (or USAFA Airmanship Program). Member(s) (is)(are) not entitled to ACIP/HDIP."</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>k. (Operational Support Members-ASC 9C.) Includes the statement: "Member's ASC will change automatically to '06' the day after AO termination."</p> <p>l. (FAC 4, 5, and 6 Waivers-inactive APIs, assign FSC "A.") Include statement: "Inactive aircrew member approved to fly in support of SECAF (or AF/XOO) missions, per SECAF (or AF/XOO) message (or letter) dated YYMMDD." Letter will be filed permanently in FRF.</p> <p>m. (Rated officer/CEA assigned to inactive positions.) "Member assigned to an API 0 or Z, non-rated or CEA UMD DAFSC," or "Member assigned to an inactive rated or CEA inactive position." HARMs must look at the API and use appropriate statement associated with that API.</p> <p>n. (Other Non-rated Members Who Fly Occasionally to Perform Specific Official Tasks.) Member has current physical and physiological training. Neither Hazardous Duty Incentive Pay nor flight duty credit is authorized.</p> <p>o. (Pilot-physician.) Officer is approved by AF/XO (or AF/XOO or MAJCOM/DO) to perform Pilot-physician duties, while assigned to UMD position #, DAFSC 48VXX or 11XXX., API 5 or 1.</p> <p>p. (Separation or Retirement.) Aviation Service terminated. Time while aviation service is terminated does not count toward advanced ratings or badges.</p>
Item 17 (Request Date)	Date the AO was requested by the orders issuing or approval official.
Item 18 (Effective Date)	This is the effective date of the AO and cannot be before the member meets all eligibility requirements. NOTE: If the request date is after effective date "Circumstances prevented written orders in advance" should be included in the remarks (item 16).

Item #	Check appropriate blocks(s) and enter information as follows:
Item 19 (Termination Date)	<p>This is the last day the AO will be effective.</p> <p>a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12, 18, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known. For officers in entitlement status 4, enter the date the officer will accrue 22 years of aviation service.</p> <p>b. For CEAs entering the next aviation career phase point; for example, the date the CEA will accrue 10, 15, 20, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known.</p> <p>c. For flight surgeons, enter the date officer will complete 25 years of aviation service.</p> <p>d. For non-rated enlisted members, the termination date will be the Date of Separation (DOS). For non-rated officers, the termination date will be the DOS, if known. If DOS is not known, the termination date will not exceed three years. If the member is notified of a Follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion.</p> <p>e. For operational support personnel, occasional in flight duty will be on a monthly basis or earlier. (Termination will be the last day of month).</p> <p>f. For noninterference flying approved to perform specific tasks, the termination date will be one year from the effective date. For example: AO effective 1 Jan 03, the termination date will be 31 Dec 03.</p> <p>g. For permissive temporary jump status, the termination date will be one year from the effective date (unless a lesser period is specified). For example: AO effective 1 Jan 03, the termination date will be 31 Dec 03.</p> <p>h. For temporary FAC 6/E waivers, the termination date cannot exceed 180 days. For requalification school, use the graduation date of the course as the termination date.</p> <p>i. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, disqualifying or terminating aviation service, and aircraft assignment actions.</p> <p>j. For individuals who complete 25 years of aviation service, enter the DOS. If indefinite, enter "NA."</p>
Item 20 (Authority)	Include letter, message, or appropriate directive with specific paragraph.
Item 21 (Distribution)	See Table A3.2. for distribution chart of A.O.
Item 22 (AO number)	Completed by the authenticating official.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 23 (Authenticating Official Signature Block).	Will normally be signed by the Chief, Host Aviation Resource Management in the HARM office. This responsibility may be delegated to a non-commissioned officer in the grade of master sergeant (E-7)/GS-6 civilian equivalent (GS-7 for ANG) or above. Waiver to this requirement must be submitted to HQ USAF/XOOTF with full justification, proof of member's qualification (copy of 1C0X2 training record with AO task certification), and expected get well date.
Item 24 - (Headquarters Information)	Enter designation and location of headquarters.
Item 25 through 28 (MPO Action)	<p>This section completed to take an MPO action only after the AO is authenticated.</p> <ul style="list-style-type: none"> a. Item 25 – Check type pay affected by the MPO action. b. Item 26 – Enter desired start date of payment. c. Item 27 – Enter desired stop date of payment. d. Item 28 – HARM or designated representative. <p>NOTE: The termination date (item 27) will be filled out for all MPO actions. This date will be the actual date when incentive pay terminates, if known, or the termination date of the AO. Pay is terminated the day prior to the effective date of a disqualification, suspension, or termination from aviation/parachutist service action. This is because payment is through midnight of the pay-stop date. For example: ASC 03 effective 15 Jan 03, pay stop must be 14 Jan 03.</p>
Item 29 through 32	After the MPO has been processed by the AFO, verify processing by transcribing the transaction information from the daily record of transactions (DROT), or Joint Uniform Military Pay System (JUMPS) data collection input (JDCI), or JUMPS Transaction Inputs (JTI) in these blocks.

Table A3.2. Required Distribution of AOs.

RULE	Explanation
1	Establishes or terminates an aviation career for officers and CEAs (establishes or terminates an aviation service date). Use distribution code A.
2	Aircraft Assignment AOs. Use distribution code B
3	Applies to rated officers and CEAs and affects actions other than those in Rule 1 or 2. Use distribution code C.
4	Applies to non-rated officers and non-CEA personnel. Use distribution code D.
CODE#	# of Copies in Parenthesis NOTES 1,2,3 APPLY TO ALL.
A	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (4) (3-Finance/FRF/original to record set) Equipment Management Office (EMO) (1) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSFR, Denver CO 80280-4100 (1—Non-EAD Air Reserve Component only)
B	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (1) HQ USAF/XOOTF (1—General Officers only)
C	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (4) (See Note 6) EMO of unit to which member is assigned (1) AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSMD, Denver CO 80280-4400 (1-Non-EAD Air Reserve Component only) HQ USAF/XOOTF (1-General Officers only) MPF/DPM (2) (See Note 4)

D	<p>Individual (1)</p> <p>SARM of unit member is assigned/attached to for flying (1)</p> <p>HARM issuing the order (4) (See Note 6)</p> <p>EMO of unit to which member is assigned (1)</p> <p>AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts)</p> <p>HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) (Non-rated aircrew and parachutists see Note 5)</p> <p>HQ ARPC/DSMD, Denver CO 80280-4400 (1-ARC only) (see Note 5)</p> <p>MPF Classification and Training Office (3) (See Note 4)</p>
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NOTES:

1. At least one of the distribution codes must be shown on the order. Additional coded distribution will be shown as "plus;" for example, "A plus D."
2. In all cases, each individual must receive one copy. For the remaining distribution, increase the number of copies if the order applies to more than one individual. For example, the HARM gets 20 copies if the order is for four individuals.
3. Enclose all orders imposing or revoking a suspension in a US Government Messenger Envelope or a sealed envelope, before placing it in distribution channels.
4. Forward orders disqualifying an individual from aviation service or removing one from parachute jump status.
5. Forward orders awarding the aircrew member badge and orders that medically or permanently disqualify for aviation service only.
6. AOs used as MPOs to start and stop pay are forwarded to finance within 5 work days of AO request date. HARMs should make every effort to process AO/MPOs on or before effective dates when the action affects pay/OFDA entitlements.

Table A3.3. Items to Complete on AF Form 1887, Rated Members and CEAs.

If the rated member's or CEA's duty will be	RULE					
	1	2	3	4	5	6
	and the AO will make the member's status					
	Active					Inactive
	Career	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes		Yes			Yes
B. Flight Surgeon	Yes					
C. Non-rated Duty		Yes		Yes	Yes	
then complete AF Form 1887						
D. Item 7, required to perform parachute duties					X	X
E. Items 8-15, Rated Information (N/A for Flight Surgeons)	X	X		X		X
F. Item 16, Remarks			X	X	X	X
G. Item 20, Authority			X		X	X

Table A3.4. Items to Complete on AF Form 1887, Non-rated Members.

If the member's duty will be	RULE				
	1	2	3	4	5
	and the AO will make the member's status				
	Active				Disqualified or Terminated
	Flying	Student	Support	Parachutist	
A. Aircrew Member	Yes	Yes			Yes
B. Operational Support			Yes	Yes	
then complete AF Form 1887					
C. Item 7 required to perform parachute jump duties				X	X
D. Item 16, Remarks	X	X	X	X	X
E. Items 17-19, Non-rated Information	X	X	X	X	
F. Item 20, Authority		X	X		X

Attachment 4**ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT**

A4.1. Purpose. The AF Form 3520 is the source document for recording and reporting flight training and space shuttle/space station information for each individual authorized to take part in missions. This form is an alternate method to record individual flying hours for a member who is TDY and performs several missions, in different aircraft, for different days, away from home unit/duty station. It is an official record to validate flight pay eligibility for rated, CEA, and other non-rated officer and enlisted members required to fly and use this extract to log time while TDY. The original AF Form 3520, **ARMS Aircrew/Mission Flight Data Extract**, must be maintained in the HARM office that services the unit to which the member is assigned.

A4.2. Scope. The instructions listed on the reverse side of the AF Form 3520 apply to all rated, CEA, and other non-rated officer and enlisted members authorized to log flight time while attending training to attain qualification in an aircraft or training device and to log authorized flights in non-USAF aircraft (includes space shuttle and space station) for the purpose of maintaining an official Air Force Individual Flight Record. Source documents used to transfer flight data from non-USAF aircraft are maintained as source documents IAW AFMAN 37-139.

A4.3. Responsibilities. SARM/HARM personnel are responsible for distributing and collecting these forms. Completing the AF Form 3520 is a responsibility of the aircrew member.

Figure A4.1. Sample ARMS Aircrew/Mission Flight Data Extract.

ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT (RETURN THIS FORM TO THE HOST AVIATION RESOURCE MANAGEMENT OFFICE UPON RETURN TO HOME STATION. SEE INSTRUCTIONS ON REVERSE)																	
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; AND EO9397 PRINCIPAL PURPOSE: Source document for recording individual flying time, sorties and or events for input into the Air Force Aviation Resource Management System (ARMS) and to help validate accomplishment of flying requirements needed to attain or maintain professional standards. The SSN is used for identification of individuals and records. ROUTINE USES: No disclosures of this information are made outside DoD. DISCLOSURE IS VOLUNTARY: Individuals furnish the information to meet qualification and incentive pay standards. Failure to provide the information and SSN could result in loss of records with consequent loss of professional qualification and incentive pay entitlement.																	
CONVERSION TABLE 01-02 min = .0 HR 34-39 min = .6 HR 03-08 min = .1 HR 40-45 min = .7 HR 09-14 min = .2 HR 46-51 min = .8 HR 15-20 min = .3 HR 52-57 min = .9 HR 21-26 min = .4 HR 58-60 min = 1.0 HR 27-33 min = .5 HR																	
1. LAST NAME		2. SSAN		3. HOME UNIT		4. LOCATION											
George, Carmen		444-22-3333		74 FS		Pope AFB, N.C.											
DATE (DD MM YY)	TAKEOFF TIME (Z)	MDS	SERIAL NUMBER	FLT AUTH DUTY CODE	MISSION SYMBOL	PRI	SEC	INST	EVAL	OTHER	TOTAL TIME	SORTIES	PRIMARY NIGHT	PRIMARY SIM INST	NVG	RES STAT	
01 MAY 2002	1300	SA010A	70-0001	UP	Q1	2.9					2.9	1					
02 MAY 2002	1545	SA010A	70-0001	UP	Q1	2.7					5.7	1					
02 MAY 2002	2015	A010A	69-3366	UP	T2A	1.3					1.3	1		.5			
03 MAY 2002	1330	A010A	70-2578	UP	T2A	3.9					3.9	1		1.3			
06 MAY 2002	2200	A010A	69-0007	UP	T2A	3.5					3.5	1	3.5	1.2			
07 MAY 2002	1400	A010A	69-0007	UP	T2A	2.5					2.5	1		1.0			
08 MAY 2002	1200	A010A	70-2578	UP	T2A	4.7					4.7	2					
09 MAY 2002	1745	A010A	69-3366	FP	T3A	3.5					3.5	1	1.0				
I CERTIFY THIS SUMMARY AS A TRUE EXTRACT.												5. PRINT OR TYPE NAME AND GRADE OF PERSON CERTIFYING EXTRACT (First, Middle Initial Last) DARCY L. STANDISH, CMSgt, USAF, CHARM		6. SIGNATURE OF PERSON CERTIFYING EXTRACT <i>Darcy L. Standish</i>		7. DATE 10 May 2002	
8. DATE AND TIME INPUT 11 MAY 2002/1600												9. NAME OF PERSON PROCESSING EXTRACT SSgt Riiva Rivera		10. DATE AND TIME AUDITED 12 May 2002/0800		11. NAME OF PERSON AUDITING EXTRACT MSgt Laurie A. Freeman	
AF FORM 3520, 20020501 (EF-V1)												ARMS PROCESSING		PREVIOUS EDITION IS OBSOLETE			

INSTRUCTIONS FOR COMPLETING ARMS AIRCREW/MISSION FLIGHT DATA EXTRACT

(This form will not be used for flights involving combat/combat support operations)

Fill this form out in the same way as AFTO Form 781 instructions listed in AFI 11-401, except make only one entry per flight on the extract

1. Last name.
 2. Social Security Number.
 3. Home Unit. Unit from which you are TDY/or gaining unit.
 4. Location. Location of your Home Unit/or gaining unit.
- Flight Information:**
 Date: Date of the flight, the date must be the Greenwich Mean Time (GMT) date. Use DD MMM YYYY (e.g. 18 JAN 2002)
 Takeoff Time: 24-hour GMT clock time.
 MDS (Mission Design Series): Type of aircraft or simulator flown.
 Serial Number: Enter the Tail Number of the aircraft flown.
 Flight Authorization Duty Code: Enter the Duty Code (crew position) assigned for each mission.
 Mission Symbol: Enter the authorized mission symbol.
 Flight Time: Enter times in hours and tenths for each flight time category as defined in AFI 11-401 Flight Management Chapter 3.
 Sorties: Total number of sorties flown.
 Flight Conditions: Enter times in hours and tenths for each flight condition as defined in AFI 11-401 Chapter 3
 Reserve Status: Air Reserve Component flight duty status code (applies to ARC personnel only).
5. Name and Grade of Person Certifying Extract: Person certifying the extract must be a commissioned officer (preferably the pilot in command), or the HARM Chief/Supintendent. Include duty title if not signed by the pilot in command.
 6. Signature of Person Certifying Extract: Legible signature of person identified in block 5.
 7. Date: Date of certification.
 - 8 - 11. ARMS Processing: Used by Aviation Resource Management personnel to indicate date and time of ARMS input and audit.

NOTE: This form is primarily used for aircrew members attending qualification school. Do not use this form for Real-World operations.

Attachment 5**INSTRUCTIONS FOR USING AF FORM 4327, ARMS FIGHTER FLIGHT AUTHORIZATION, AND AF FORM 4327A, CREW FLIGHT AUTHORIZATION (FA)**

A5.1. Purpose. Unit commanders will use the AF Form 4327 and 4327a to authorize the use of USAF aircraft to perform a specific mission(s), and to authorize aircrew members required to perform in-flight duties. Use the AF Form 4327 to authorize flights of fighter and trainer aircraft for missions that originate and end at the same location. Use the AF Form 4327a to authorize all other aircraft missions and for fighters/trainers (if desired). These are critical documents used during mission review to validate duties performed/logged on the AFTO Form 781, and for reimbursement of temporary duty expenses.

A5.1.1. Additional members authorized to fly, who are not required to perform aircrew duties (except for noninterference flyers on AOs, and ACMs and MEGP when specifically authorized [see paragraph **A5.1.3**]) must be listed on a passenger manifest.

A5.1.2. The FA accounts for aircrew personnel required/authorized to perform in-flight aircrew duties and the passenger manifest lists all additional members approved to fly on the aircraft, but not performing specific aircrew duties on that mission. ACMs and MEGP may be listed on the FA, in the Remarks section; if not listed on the FA, these individuals will be placed on the passenger manifest. The FA and passenger manifest combined account for all personnel on the aircraft.

A5.2. Scope. These instructions apply to all flying unit commanders with operational control of USAF aircraft who direct the use of aircraft and aircrews in support of command operations, and AE and pararescue unit commanders who publish AE/PJ flight authorizations for aircrew members assigned to their unit that are required to perform aircrew duties on the mission.

A5.3. Responsibilities. The AF Form 4327 and 4327a are established by this instruction. Aviation Resource Management personnel are responsible for publication of these forms, and performing Go/No-Go validation (review of ARMS products and member's AOs) for the operations officer during pre-mission review.

A5.3.1. When additional aircrew members are added after completion of the form, the authenticating official, aircraft commander, or flight lead must validate Go/No-Go requirements by validating ARMS training products and AOs prior to flight.

A5.3.2. The completed FA will be used during post mission review with the AFTO Form 781 to ensure all aircrew members authorized to perform duties are documented. The aircraft commander will document deviations between scheduled duties on the FA (Duty Position) and actual duties performed in the remarks of the AFTO Form 781.

A5.3.3. The completed FA is normally filed with the AFTO Form 781 and other mission paperwork. The Air Force *Records Disposition Schedule (RDS)* lists the minimum disposition requirements of this form. MAJCOM supplements may require the form to be maintained longer.

Table A5.1. AF Form 4327 Entries.

Block	Enter
Home Station	List home station of aircraft. (Example - Langley AFB, VA)
Order No	FA number assigned sequentially by Fiscal Year. (Example - 04-0100)
Unit	Unit which aircraft are assigned or chopped.
Depart on or about	Scheduled departure date Use numerical digits for year, month, and day. (Example – 20040505)
Issue Date	Date FA is authenticated.
Signature	Signature of Authenticating Official. Must be designated (in writing) by the OG/CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
Line #	Aircraft line number from the daily flying schedule.
Name	Full name of each individual authorized to perform duties.
Rank	Abbreviated rank of each individual.
Crew Position	Enter individual's current aircraft qualification from AF Form/IMT 8
Duty Position	Enter duty position code for scheduled duties IAW Table A2.3.
Sec Clr	Security clearance.
MDS	Aircraft MDS. (Example - F015E)
Msn Sym	Mission Symbol IAW Table A2.2. of this instruction and additional MAJCOM guidance as necessary.
Call Sign	Enter Flight/Aircraft call sign.
Tail Nbr	Aircraft serial number. (Example - 91-0829)
Remarks Code	MAJCOM/Units approved remarks code as required.
ETD/ETA	Estimated Time of Departure/Arrival.
ATD/ATA	Actual Time of Departure/Arrival. Entered upon completion of mission.
Sortie Duration	Actual sortie duration may be entered upon completion of mission.
Signature of Pilot in Command	Signature of Pilot in Command.
Initials for Changes	Initials of authorized personnel for changes made after authentication.

NOTE: Only members on AOs, required to perform in-flight duties on a specific mission, are authorized to be on flight authorizations IAW paragraphs [1.6.2.1.](#) and [1.8.1.](#) of this instruction. ACM and MEGP may be listed in the Remarks section.

Figure A5.1. Sample AF Form 4327, ARMS Fighter Flight Authorization.

HOME STATION		Order No.	Unit	Depart on or about	Issue Date	SIGNATURE OF AUTHENTICATING OFFICIAL		Page 1 of							
Aviano AB, IT		04-0100	555 FS	20040507	20040506	Ogden Mendenhall, Lt Col		1							
GO/NO-GO VERIFICATION: I certify go/no-go checks were accomplished for aircrew members listed below. As a minimum, flight physical, physical availability, physiological training, emergency egress, local area survival, current ASC (AO effective date/term date), ACFT AOs, FCIF card and any other grounding events were checked. Individuals non-current for aircrew training or aircrew qualification have appropriate remarks codes assigned and an instructor is on-board for their crew specialty. Variations in itinerary Authorized.															
1C0X2 Initials: <i>JS</i> Ops Officer Review: <i>JS</i> Signature of aircraft commander below acknowledges go/no-go checks were accomplished.															
Line #	Name	Rank	Crew Pos	Duty Pos	Sec Cir	MDS	Man Sym	Call Sign	Tail Nbr	Remarks Code	ETD ETA	ATD ATA	Sortie Duration	Signature of Pilot in Command	Initials for Changes
101	Wheeler, Todd E. *	Maj	EP	EP	TS	F-16C	T3	Mingo 01	0777		1000				
102	Simon, Akimbi D.	1Lt	MP	MP	TS	F-16C	T3	Mingo 02	0047		1000				<i>AM</i>
103	Renjart, Gina **	Capt	IP	MP	TS	F-16C	T3	Mingo 03	0357		1000				
104	Ruppelius, Breck F.	Col	MP	MP	TS	F-16C	T3	Mingo 04	0271		1000				
105	Gant, Juliet M. *	LtC	EP	IP	TS	F-16C	T3	Slider 01	0238		1030				
106	Denton, Paul N.	Capt	MP	MP	TS	F-16C	T3	Slider 02	0452		1030				
107	Parson, Doug G. *	Maj	IP	MP	TS	F-16D	T3	Disco 01	0480		1045				
108	Pollie, Robert M.	Capt	FS	FS	S	F-16C	T3	Disco 02	0226		1045				
109	Ferry, Yvonne B. *	1Lt	MP	MP	TS	F-16C	T3	Sandy 01	0632		1100				
110	Brown, Casey R.	1Lt	MP	MP	TS	F-16D	T3	Sandy 02	0450		1100				
111	Smith, Sandra	Maj	FS	FS	S	F-16C	O8	Charlie 01	0361		1215				
112	Kwiatkowski, Randall *	Maj	EP	MP	TS	F-16C	T3	Tango 01	0405		1130				
113	Bundy, Gabriella C. *	LtC	IP	IP	TS	F-16C	T3	Tango 02	0676		1130				
	Gilbert, Leonard R.	1Lt	MP	MP	TS	F-16C	T3	Tango 02	0676		1300				

AF IMT 4327, 20031101 (V1)

Table A5.2. AF Form 4327a Entries.

Item	Enter
1	Use numerical digits for year, month, and day of date FA is prepared. (Example – 20040506)
2	Mission number. Refer to MAJCOM supplement for specific criteria
3	List place of departure. For example, Minot AFB, ND
4	Enter final destination location. For example, Charleston AFB, SC. List enroute stops in the Remarks section and include explanations as necessary.
5	Mission Symbol IAW Table A2.2. of this instruction and additional MAJCOM guidance as necessary.
6	Scheduled departure date and time. (Example - 20040507 1930)
7	Scheduled return date and time. (Example - 20040508 0230)
8	Aircraft MDS (Example - C017A)
9	Aircraft serial number. (Example- 61-0381)
10	Enter Aircraft call sign.
11	Crew Information
	A. Full name of each individual authorized to perform duties
	B. Abbreviated rank of each individual
	C. SSAN: Full SSAN; last four, or may be empty (MAJCOMs define requirement)
	D. Security clearance
	E. Enter individual's current aircraft qualification from AF Form/IMT 8
	F. Enter duty position code for scheduled duties IAW Table A2.3.
	G. Remarks Code (as applicable). MAJCOMS and units may define codes
	H. Four-digit unit number to which the crewmember is assigned. Use leading zeros when the unit number has fewer than four digits.
	I. Enter each individual's crew number (if used).
	J. Initials of authorized personnel for changes made after authentication.
12	Units may enter remarks and remarks code legend as required. MAJCOMs may provide additional guidance. List ACMs and MEGP in the Remarks section.
13	Date FA is authenticated.
14	FA number assigned sequentially by Fiscal Year. (Example - 04-0101)
15	Distribution per MAJCOM/Unit guidance

Item	Enter
16	Go/No-Go verification will be completed by a qualified 1C0X2 or designated representative and reviewed by the aircraft commander (AC). AE/PJ flight authorizations do not require AC initial, when published by an AE/PJ unit. When additional crewmembers are added after the FA is authenticated, the aircraft commander will certify that Go/No-Go verification was completed.
17	As a minimum enter unit designation and complete address. MAJCOMs may provide additional requirements.
18	Complete signature element of authenticating official. Must be designated (in writing) by the OG/CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
19	Fund cite information when FA will be used for reimbursement of temporary duty expenses.
20	Continuation of Item 11, complete as necessary.
21	Continuation of Item 12, complete as necessary.

NOTES:

1. Only members on AOs, required to perform in-flight duties on that mission are authorized to be on flight authorizations IAW paragraphs [1.6.2.1.](#) and [1.8.1.](#) of this instruction.
2. Since the AE/PJ flight authorization is not a standalone form, aircraft commanders must validate specific mission elements (blocks 1 thru 10) on AE/PJ flight authorizations match the aircraft's flight authorization for that specific mission.
3. As a minimum, AE/PJ flight authorizations must contain information in blocks 11-18.
4. Aircraft commanders must validate all aircrew members listed on the flight authorization(s), including AE/PJ aircrew members, are required to perform aircrew duties or are required to perform specific tasks (non-interference flyers on AOs) by initialing in Block 16.
5. AE/PJ flight authorizations must be filed with the aircraft flight authorization (mission paperwork) that they performed specific in-flight aircrew duties on.

Table A5.2. (ANG) AF IMT 4327A Entries

Item	Enter
1.	Use numerical digits for year, month, and day of date the flight authorization (FA) is prepared. (Example – 20040506)
2.	Mission number.
3.	Use the International Civil Aviation Organization (ICAO) call letters followed by City/Town and State/Country.
4.	Use the ICAO call letters for the mission turn-around point (furthestmost from departure point). For missions remaining in the local area enter “LOCAL.”
5.	Mission Symbol IAW AFI 11-401, Table A2.2. , and the ANG Master Mission Symbol List at: https://airguard.ang.af.mil/xo/FlyHrs/FLYHRS.html . Enter the purpose of the mission: airlift, training, air refueling, etc. The mission type may be abbreviated and two or more missions may be combined.
6.	Scheduled departure date and time. (Example – 20040507 1930)
7.	Scheduled return date and time. (Example – 20040508 0230) This date is for scheduling purposes only and will not be used to direct the return of the mission. Actual mission return time is determined by mission requirements.
8.	Aircraft MDS. (Example F016A)
9.	Aircraft serial number. (Example – 61-0381)
10.	Enter Aircraft call sign.
11.	<p>Crew Information.</p> <ul style="list-style-type: none"> a. Enter last name, first and middle initial. b. Abbreviated rank of each individual. c. SSAN (optional, full, last four or omitted). d. Security clearance. e. Enter individual’s current aircraft qualification from AF IMT 8, <i>Certificate of Aircrew Qualification</i>.

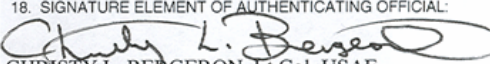
Item	Enter
	<p>f. Enter duty position code for scheduled duties IAW AFI 11-401, Table A2.3. The duty position lets unit commanders limit the activities of their crewmembers. For example, if a crewmember is qualified as evaluator pilot (EP) in that aircraft, the commander can designate them of the flight authorization as instructor pilot (IP) or mission ready pilot (MP). In this case, they can only log IP or MP time on the AFTO Form 781. Use the duty position of “E” (Examiner) or “I” (Instructor) only when scheduled to perform examiner or instructor duties. Log examiner or instructor time only while performing these duties. Exception: Flight examiners performing qualification evaluations in an aircraft they are not obtaining or maintaining qualification in will log first character of their crew position as an “X” or “O” and log other time according to AFI 11-401, Paragraph 3.4.4. If a crewmember will be acting in a higher qualified duty position for evaluation purposes, use remarks code “C” in accordance with Table A8.1. Time cannot be logged in the upgraded capacity until after the ride is over and the AF IMT 8 is signed. The number of individuals occupying any given duty position will be the minimum essential for mission accomplishment as determined by the unit commander. Do not use “X” (“XP”, “XN”, “XF”, etc.) for individuals qualified in the aircraft.</p> <p>g. Remarks Code as applicable.</p> <p>h. Enter each individual’s unit number.</p> <p>i. Enter each individual’s crew number. (If used)</p> <p>j. Initials of authorized personnel for changes made after authentication.</p>
12.	See Table A5.1 , and Paragraph 1.8.2.7. (Added) , of this supplement. Units may enter additional remarks code legends as required. Explain codes developed to meet local needs. The following statement must be on the FA: “Personnel in Title 10 status are subject to the provision of the Uniform Code of Military Justice while performing this duty and those personnel in Title 32 status are subject to the applicable State’s Military Code.”
13.	Date FA is authenticated.
14.	FA number assigned sequentially by Fiscal Year. (Example – 04-0101)
15.	<p>Distribution: Minimum distribution is:</p> <p>File copy (original).</p> <p>Each crewmember – as required.</p> <p>Each mission kit – as required.</p> <p>Filed with mission flight plan (DD Form 175, <i>Flight Plan, Military</i>).</p>
16.	Go/No-Go verification will be completed by a qualified 1C0X2 (or unit designated representative) and reviewed by the aircraft commander. When additional crewmembers are added after the FA is authenticated, the aircraft commander will certify that Go/No-Go verification was completed. Units may include additional blocks for Go/No-Go verification in the Remarks section as required.
17.	Enter issuing unit, base and location with operational control of the mission/aircraft.

Item	Enter
18.	Complete signature element of authenticating official. The OG/CC will designate authorizing officials in writing. Those designated will be either in unit level command positions or be certified as a SOF. This signature authorizes the flight to take place. Separate flight authorizations may be generated by the Aeromedical Evacuation (AE) section for AE personnel when required to perform in-flight duties on that mission and attached to the DD Form 175 prior to flight services processing. Copies will be provided to the Aircraft Commander of AE missions when AE members are required to perform duties and must be attached to the aircraft's flight authorization. The unit aviation resource management office must have both to file them together. The AE flight authorization is not a standalone FA.
19.	Fund cite information when FA will be used for reimbursement of Temporary duty expenses. AUTHORITY: 37 USC 404(e). Otherwise leave this section blank. Place appropriate TDY fund citation on the flight authorization. Flight authorizations may only be used by the ANG units as travel orders if approved by Air National Guard Financial Management (ANG/FM).

Table A5.3 (Added-ANG) ANG Standard Codes.

A	In Command
B	Non-current
C	Acting in next higher qualification evaluation purposes (e.g., Instructor, Evaluator)
D	Reserved for future use
E	Reserved for future use
F	First pilot qualified
G	Female crewmember
H-Z	Unit developed (code may also contain numbers or symbols)

Figure A5.2. Sample AF Form 4327a, Crew Flight Authorization.

CREW FLIGHT (FA) AUTHORIZATION									
1. PREPARED DATE: 20040505		2. MISSION NUMBER: 1UB1100BA127		3. DEPARTURE LOCATION: HURLBURT FIELD, FL			4. DESTINATION: HURLBURT FIELD, FL		
5. MISSION SYMBOL AND PURPOSE: T3GU / NTAC				6. SCHEDULED DEP DATE/TIME: 20040506 2030			7. SCHEDULED RET DATE/TIME: 20040507 0030		
				8. AERO VEHICLE: MC130H		9. ACFT TAIL #: 92-0162		10. CALL SIGN: Talon 01	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; AND EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to authorize aircrew members to perform in-flight duties for this aircraft and provide accountability for aircrew personnel on mission. Additionally used to validate aircrew duties for entitlement to flight time, operational flying duty credit, and flight pay entitlements.</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is needed to meet qualification for accountability, flight documentation, and flight pay entitlements. Failure to provide may prevent authorization to fly and result in a loss of records, qualification, and incentive pay entitlements.</p>									
11. CREW INFORMATION:									
A. NAME	B. GRADE MIL/GS	C. SSAN	D. SEC CLR	E. CREW POS	F. DUTY POS	G. REMARKS/ RES CODE	H. UNIT	I. CREW #	J. INITIALS FOR CHG
WILCOX, ANDREA M.	LTC	999-11-1111	TSEC	EP	IP	A	0015		
WHEELER, TODD M.	MAJ	999-11-1112	SEC	IP	MP		0015		
ARMSTRONG, KIMBERLY L.	CPT	999-11-1113	SEC	MN	MN		0015		
MENDOZA, ALBERTA N.	CPT	999-11-1114	TSEC	EE	EE	L	0007		
GAMBLE, ROSE	CPT	999-11-1115	SEC	ME	ME		0015		
WILKERSON, SUSAN L.	TSGT	999-11-1116	SEC	IF	IF		0015		
COCO, ROBERT R.	SSGT	999-11-1117	SEC	MF	MF	B	0015		
MOUTON, JUANITA M.	TSGT	999-11-1118	SEC	IL	ML IL		0015		CLB
MEEKS, APRIL L.	SRA	999-11-1119	SEC	ML	ML		0015		
12. REMARKS: (Variations in Itinerary Authorized)									
A- In Command; B- Non Current; C- Acting in Next Higher Qual for Eval; G- Airborne Mission Commander; H- Touch and Go Qualified; J- In Command Second Sortie; L- Scheduled Evaluation; M- No Notice Eval; O- Flight Lead; P- Deputy Flight Lead; S- Authorized to Enplane/Deplane									
13. AUTHORIZATION DATE: 20040505		14. FA NUMBER: 04-0201		15. DISTRIBUTION: 1- File					
16. GO/NO-GO VERIFICATION: I certify go/no-go checks were accomplished for aircrew members listed below. As a minimum, flight physical, physical availability, physiological training, emergency egress, local area survival, current ASC, (AO effective date/term date), ACFT AOs, FCIF card, and any other grounding events were checked. Individuals non-current for aircrew training or aircrew qualification have appropriate remarks codes assigned and an instructor is on-board for their specialty. Reserve personnel not on extended duty are subject to the provisions of the uniform code of military justice, while performing this duty.									
1COX2 Initials: <u>DET</u>				Aircraft Commander Review: <u>Amco</u>					
IF CHANGES TO ORIGINAL CREW MEMBERS: I certify the above go/no-go checks were performed for aircrew member (s) added:									
Aircraft Commander Signature: _____									
17. UNIT DESIGNATION AND LOCATION OF AUTHORIZING AGENCY: Air Force Special Operations Command 15th Special Operations Squadron Hurlburt Field, FL 32544-5000					18. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL:  CHRISTY L. BERGERON, Lt Col, USAF Operations Officer				
19. ACCOUNTING CITATION: N/A									

Attachment 6

MISSION REQUIREMENT LETTER

(Date)

MEMORANDUM FOR (Servicing HARM Office)

FROM: Flying Unit CC (Commander's Functional Address)

SUBJECT: Requirement to Perform Inflight Duties

1. The member(s) listed below are/were required to perform operational duties (Aeromedical Evacuation, Combat Search and Rescue, etc.) in support of patients/rescued personnel on (list aircraft type) missions. (For evaluators, observers, or AE/PJ/CRO/FSs [authorized to fly without patients/rescued airmen] not qualified in aircraft, list evaluator, observer, or AE/PJ/CRO/FS duties on [list aircraft type] missions.) The verbal orders of the commander (or designated flight authorization official), (rank and name), on (date) are confirmed; circumstances prevented written orders in advance.

Lankow, Corey	Major	Flight Nurse
Sullard, Teresa A	MSgt	Medical Technician

2. All aircrew members are assigned to valid aircrew active flying positions, are required to perform in-flight duties IAW AFI 11-401, paragraph 3.3., and have completed required qualification requirements IAW AFI 11-202, Vol 2, for the aircraft listed above. (If an evaluator, observer, AE, PJ, CRO, or FS in the aircraft is not obtaining/maintaining aircraft qualification, but is authorized to fly on the aircraft, state that members are not obtaining and maintaining aircraft qualification. Members will log "X" or "O" IAW paragraphs 3.4.4., **NOTE**, and A2.3.).

3. Aircrew members will list duties required/performed on the back of the AFTO Form 781 in the remarks section.

4. This letter will be maintained permanently in the member's flight record folder.

(Commander or designated flight
authorization official signature block)

Attachment 7

IC 2004-1 TO AFI 11-401, AVIATION MANAGEMENT

3 JUNE 2004

This instruction implements AFD 11-4, Aviation Service, and Department of Defense (DoD) Directive 1340.4, Proficiency Flying Programs, July 17, 1972, with Change 1. It established procedures for managing Air Force flying resources and provides guidance that applies to administering aircrew flight management programs. It applies to all US Air Force flight managers, commanders of flying units, and aircrew personnel. Send comments and suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480. Major commands (MAJCOMs), field operating agencies (FOAs), HQ USAF direct reporting units (DRUs), and subordinate organizations may supplement this instruction. Supplements cannot be less restrictive than the basic publication. MAJCOMs, FOAs, and DRUs will coordinate their supplements to this instruction with HQ USAF/XOOT before publication and will forward one copy to HQ USAF/XOOT after publication; subordinate organizations will coordinate their supplements with parent organizations and will furnish one copy of their supplement to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are in Title 10, United States Code (U.S.C.), Section 8013 and Title 37 U.S.C. 301a, Incentive pay: Public Law 92-204 (Appropriations Act for 1973), Section 715; Public Law 93-570 (Appropriations Act for 1974); Public Law 93-294 (Aviation Career Incentive Act of 1974); DoD Directive 7730.57 (Aviation Career Incentive Act) and Executive Order 9397 (Numbering System For Federal Accounts Relating to Individual Persons). The Privacy Act System Number F011 AF XO A, Aviation Resource Management Systems (ARMS) covers required information. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFD 37-1, *Information Management*, and AFMAN 37-123, *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)*, located at <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. Updates records maintenance and disposition guidance; consolidates flying obligation guidance in time of war (paragraph 1.6.1.) and adds two supporting paragraphs; **Table 1.1.**, revises Note 12, deletes Note 15 reference in Lines 13-17, adds Note 17 reference to Lines 22 and 23, and adds Note 20; revises paragraph 1.10.2. to conform to original wording and deletes additional language pertaining to subsequent changes; adds new paragraph 1.10.1.9., according aircrew status to USAFA and AFROTC cadets enrolled in USAFA flying programs; updates **Table 2.2.** to reflect CEA assignments; revises paragraph 2.7. and supporting paragraphs to replace AFPC with HQ USAF/XOOT; updates **Table 2.10.**; expands guidance pertaining to logging flight time; prescribes AF Forms 4327 and 4327a; updates aircrew and operational support flier definitions; revises sortie definition to account for a series of practice landings and also revises **Table A2.1.** to align with sortie definition; updates **Table A2.2.**; revises **Table A2.3.**, Astronaut position identifier; adds new **Attachment 5**, instructions for using AF Forms 4327 and 4327a; corrects minor errors in style and context. A bar (|) indicates a revision from the previous edition.

OPR: HQ USAF/XOOT

(Mr. Kyle W. Rensler)

Certified by: HQ USAF/XOO

(Brig Gen Teresa M. Peterson)

Supersedes AFI 11-401, 12 June 2003

1.3.2. Ensure that no aircrew member is allowed to remain with a flying status code (FSC) of “S” ([Table 2.6.](#)) (except Duty Not Involving Flying [DNIF] members) or ASC of “04” ([Table 2.5.](#)) beyond 180 days without being disqualified for aviation service, returned to flying, or reassigned to non-flying, unless a valid waiver was requested by the member’s unit commander, with a valid reason for an extension, and approved by the MAJCOM/DO. Waivers beyond 365 days (total) must be submitted through AF/XOOT to AF/XOO for approval.

1.4.1.7. Ensure aircrew members that have been assigned FSC “S” and ASC “04” do not exceed the 180-day limit, without obtaining approval from their MAJCOM/DO. If an extension is required, the commander will submit the request for an extension/waiver prior to the 180-day limit expiring. If a waiver of the 180-limit was previously approved IAW paragraph [1.3.2.](#), the unit commander must obtain AF/XOO waiver approval prior to the member exceeding 365 days in this status. AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, provides applicable guidance for suspensions/disqualifications.

1.4.2.1. Commanders will manage rated and CEA aircrew positions IAW AFI 11-412, *Aircrew Management*.

1.4.2.2. Commanders will manage non-rated aircrew and parachutist positions IAW AFI 11-402.

1.4.2.2.1. DELETED.

1.5.1. Safely and effectively use available flying and parachute jump resources to obtain and maintain aircrew or parachutist qualification when assigned to active flying or jump billets. See AFI 11-402 for guidance pertaining to failure of members to attain/maintain aircrew or parachutist training requirements.

1.5.1.1. SARMs/TARMs must assign aircrew or parachutist training requirements in ARMS to all fliers/jumpers assigned to active billets.

1.5.2. Accomplish an annual flight or jump records review in the HARM office (except for geographically separated units [GSU]) to validate aviation/parachutist service actions and the record of flying or jump accomplishments during the previous year. HARMs may mail annual record review documents to a GSU for a member’s review and certification. Member will complete the review and sign the INDIVIDUAL DATA SUMMARY (IDS) not later than the end of the member’s birth month. (Does not apply to cadets, who do not have FRF/JRF requirements.)

1.5.3.3. Notify the HARM office of any permanent change of assignment (PCA), to include pending PCA moves. The SARM/TARM will establish procedures to notify the HARM of PCA moves for assigned aircrew/parachutist members. Provide gaining unit, effective date of assignment, and position number. The HARM office must be advised if the position will require flying or jumping that will require an update to the Aviation Resource Management System (ARMS) and the publication of any necessary AOs.

1.5.4. Pick up the Flight Evaluation Folder (FEF), FRF, or JRF before departing for PCS or flying/jumping TDY (ref. para [3.1.4.1.](#)). Member must ensure they have a current copy of AO, IDS, and ARMS training summary prior to departure on a jump/flying TDY. Members initiating parachutist status, scheduled to attend jump school, must give the HARM a copy of their TDY orders to process initial AO authorizing jump status at least 5 work-days prior to TDY.

1.6.1. **During Time of War.** Commanders (including unit commanders) may order Air Force members on active duty to make flights in any aircraft. They are not entitled to incentive pay unless placed on active AOs that require them to perform specific in-flight duties on a frequent and regular basis (to include aircraft AOs) as defined in this instruction. Members are not entitled to such pay if the pay is suspended by the President according to Title 37 U.S.C. 301(d) or 301a(c). They are entitled to flight credit IAW paragraph 3.3. of this instruction based on the commander's tasking.

1.6.1.1. Members qualified on the aircraft in which they are tasked to perform in-flight duties log the aircrew certification code IAW Table A2.3. of this instruction and flying hours associated with duties performed.

1.6.1.2. Members not qualified on the aircraft in which they are tasked to perform in-flight duties log "O" or "X" aircrew certification code (first character) and other time. If member obtains qualification while deployed, and aircraft AOs are not processed prior to the flight, the flying unit commander may issue a verbal order IAW paragraph A3.3.1.2. of this instruction.

1.6.2.2. Military members not on AOs, and not required to perform duties or obtain and maintain qualification on the mission, must fly in passenger status, will be placed on a passenger manifest, and must fly on commercial or military aircraft with adequate facilities for transporting passengers. Refer to paragraphs 1.9.4.7.1., 2.12.5., and applicable MDS-Specific guidance for further passenger guidance/restrictions.

1.8.1. Commanders (including unit commanders) issue written authorizations prior to all flights in Air Force aircraft documenting all crewmembers required to perform aircrew duties on the mission. Units will use AF Form 4327, **ARMS Fighter Flight Authorization**, or AF Form 4327a, **Crew Flight Authorization**, as applicable to the unit aircraft. A commander's (including unit commanders) verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Written confirmation of this order must be issued within three duty-days. Once a flight authorization has been signed, changes must be validated by a designated approving authority by placing the approving authority's initials by the line changed. The commander with operational control of the aircraft will publish the flight authorization.

1.8.1.1. Validation of go-no-go qualification must be accomplished IAW AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, prior to authorizing members to participate in aircrew or operational support duties, IAW AFI 11-421. Once a flight authorization has been published, aircraft commanders are responsible for validating aircrew or operational support members prior to authorizing them to fly and adding them to the flight authorization. Validation may include ARMS products IAW AFI 11-421 (or comparable database for USAFA airmanship programs), or a letter from the member's unit validating the individual's qualification for authorization to fly on required missions. Once validated, members are added to the aircraft flight authorization for that mission.

1.8.2. Once a flight authorization has been signed and a mission is later canceled, line through the canceled portion(s) of the flight authorization and annotate the reason for cancellation (e.g. weather or maintenance cancel).

1.8.3. Flight authorizations will only include personnel on AOs (or contract aircrew personnel on a memorandum of agreement/contract) authorized to perform in-flight duties for that mission according to paragraphs 1.10. and 3.3. of this instruction. Except for non-interference members, individuals on the flight authorization should match those authorized to log time on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Extract**.

1.8.3.1. Personnel who are on the aircraft for point-to-point travel, an orientation/familiarization flight or to only perform a proficiency jump (not performing aircrew duties for that mission), will be listed on the passenger manifest.

Table 1.1. Orientation/Public Affairs Flight Approval Authorities (by Type of Flight) (Note 1).

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
1	Distinguished Visitor (DV)	Members of the Congress or their staffs (Note 2)	SECAF via SAF/LL
2	Orientation flight	Federal and foreign government officials (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
3	Familiarization orientation flight	US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (Notes 3, 5)
4		Foreign nationals working for the DoD, when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10.) (Note 6)	
5		Foreign civilians (Notes 6, 14)	HQ USAF/CV (Note 18)
6		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
7		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (Note 6)	HQ USAF/XOO
8		Foreign military (Colonel [equivalent] and below or civilian equivalents) (Note 6)	MAJCOM/FOA/DRU/CC (Notes 3, 4) (may be delegated to NAF/CC and Center/CC)
9		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, Chapter 2.) (Notes 6a, 7) (Note 1 N/A)	MAJCOM/CC (Note 3)

Line	A	B	C
10		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, Chapter 2, and AFI 11-401, Chapter 1.) (Note 6a) (note 1 N/A)	Applicable Training Unit Commander
11		Foreign military not listed above. (Ref. AFI 11-401, Chapter 1.) (Note 6)	HQ USAF/XOO
12		US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10.) (Note 8)	MAJCOM/CC (Notes 3, 4)
13		Active-duty and Air Reserve Component (ARC) military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (Notes 3, 9, 16, 20) (may be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (Notes 10, 19)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4.)	
17		Civilian employees of DoD contractors (Note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members (Note 1 N/A)	WG/CC or equivalent level (determines line of duty status)
21	Point-to-point flights	Applies to Public Affairs travel only. Point-to-point orientation flights are not authorized (Ref, DoD 4515.13-R, Chapters 3, 4).	MAJCOM/CC (Notes 3, 4, 5); SECAF for Line 1

Line	A	B	C
22	Public Affairs flights	Community relations: US Civic leaders (Note 14); Youth in Congressionally-sanctioned DoD-approved Youth Programs (Notes 15, 16); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (Note 15). (Note 17)	Local flight (Note 12) WG/FOA/DRU/CC
23	Public Affairs flights		Non-local flight (Note 13) MAJCOM/CC (Notes 3, 4, 5)
24	Media travel/ orientation flight	News media	See AFI 35-101
25	Exceptions to policy/All other orientation flights	Not listed above	HQ USAF/CV (Note 18)

NOTES:

1. "Orientation flights" are defined as continuous flights performed within the local flying area and terminating at the point of origin (DoD 4515.13-R, Chapter 4). "Note 1 N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring members of Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD[LA]). (Ref. DSD Memo, 23 Dec 1996.)
3. When aircraft are "chopped" or assigned to a gaining Combatant Commander, approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. The USAFA Superintendent is the approval authority for USAFA aircraft flights.
5. Inform AF/CC/XO/XOO, if approved.
6. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Note: Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents."
 - a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*.
 - b. Coordinate with the country director in the appropriate SAF/IA regional division (three-letter level), before approval, to ensure no political concerns that would prevent the flight.

7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. 34 TRW/CC is approval authority for USAFA.
10. For foreign students enrolled in USAF Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract.
12. For public affairs flight purposes, a local flight is a continuous flight originating and ending at the same location aboard aircraft assigned to that location. For aircraft permanently assigned to one location, but temporarily deployed to another location, the commander with operational control of the aircraft at the deployed location may approve local orientation flights at the deployed location, IAW the provisions of this AFI and this Table.
13. For public affairs flight purposes, a non-local flight is a flight from one location to another (point-to-point flight).
14. Foreign citizens are not included in DoD 4515.13-R as passengers eligible for orientation flights. "Civic leaders" applies to U.S. civic leaders. See line 25. AF/CV approval is required. (Note 6 applies to flights involving foreign nationals.)
15. For youth in Congressionally sanctioned, DoD-approved Youth Programs, program participants may take part in no more than one orientation flight (Ref DoD 4515.13-R, Chapter 4). Parental and/or guardian permission is required and the flight must be approved by SAF/PA.
16. Passengers on orientation flights under 18 years of age require parental approval in writing.
17. Travel, which is designed to improve relations, increase good will, or serve humanitarian purposes, does not meet the criteria.
18. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10, and AFI 24-101. **NOTE:** Exception to policy authority delegated from CSAF to AF/CV IAW AFI 24-101.
19. Cadets and midshipmen are authorized orientation flights while on leave status.
20. Aircrew members in suspended (ASC 04) or DNIF status are not authorized familiarization/orientation or incentive flights without an approved waiver from HQ USAF/XOOT.
- 1.10.1. A person may not perform duties in Air Force aircraft unless specifically authorized, physically qualified (member cannot be in DNIF status--commanders will not authorize any aircrew member in DNIF status to be placed on the flight authorization to perform aircrew duties), and current in physiological training (if applicable or on an approved waiver). IAW AFI 11-202, Vol 1, *Aircrew Training*, individuals will not be scheduled to fly when they are delinquent in physiological training (when required IAW AFI 11-403, *Aerospace Physiological Training Program*). Unit commanders must restrict individuals

from performing inflight duties in the unit assigned aircraft when such performance may adversely impact safety, morale, or mission accomplishment. Commanders (including unit commanders) may authorize the following to perform aircrew (as part of the authorized crew complement IAW AFI 65-503, *U.S. Air Force Cost and Planning Factors*, or required for the mission according to paragraph 3.3. of this instruction) and operational support duties on board Air Force aircraft:

1.10.1.1. Qualified members of US military services who hold a current aeronautical rating, are on active AOs (including aircraft AOs) to take part in frequent and regular flights, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Aircrew members will perform duty associated with their current aeronautical rating and aircrew qualification. Flying solely for the purpose of qualifying for incentive pay or Operational Flying Duty Accumulator (OFDA) credit is not authorized. Documentation for those individuals not in the crew complement or not on aircraft AOs for the specific aircraft must be on file in the member's FRF IAW paragraph 3.3. prior to authorizing such duties. The SARM/TARM office will keep a copy of member's military service current AOs, including aircraft AOs, on file.

1.10.1.2. Qualified non-rated officers and enlisted personnel of US military services who are on AOs (including aircraft AOs) and who are required to perform mission essential inflight duties on a full time basis.

1.10.1.3. Operational support fliers who are on AOs and who are required to perform essential specific inflight duties on an occasional basis that cannot be accomplished by regularly assigned crew members, and other non-rated members on non-interference AOs who fly occasionally to perform specific official inflight tasks. Flying solely for the purpose of qualifying for Hazardous Duty Incentive Pay is not authorized. The SARM office will keep a copy of member's current military service AOs on file.

1.10.9. US Air Force Academy cadets and Air Force ROTC cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets will be placed on an AF Form 1887, **Aeronautical Order**, authorizing USAFA Airmanship Program flying status. Cadets will not be added into an operational ARMS database, an Aviation Service Code (ASC) will not be assigned, and an Aviation Service Date (ASD) will not be established. Neither flying incentive pay nor flying duty credit are authorized.

1.10.2. Family members will not be assigned to airborne duty on the same aircraft for a given mission. Family member is defined as spouse, brother, sister, parent, and child. MAJCOMs are authorized to waive this prohibition on a case-by-case basis, only where unusual conditions dictate.

1.11.1. With MAJCOM approval, aircrew members in active flying positions, and authorized operational support personnel, may perform appropriate duties in non-US Air Force aircraft if it is in the interest of the US Government, approved by the authority that controls the aircraft, and the members are qualified and, if applicable, licensed to perform such duties. Prior to authorizing these missions, MAJCOMs will ensure a valid requirement for a USAF aircrew member to operationally fly exists, which cannot be accomplished in USAF aircraft. For operational support flying, justification must show that qualified aircrew or operational support personnel of other (non-US Air Force) services or applicable organizations cannot perform such duties. Requests to fly solely for the purpose of qualifying for incentive pay or Operational Flying Duty Accumulator (OFDA) credit will not be approved.

1.11.1. **NOTE:** Performing these duties does not remove military personnel from line-of-duty determination status. When aircrew members are not assigned to API 7 or API G coded positions, MAJCOMs must provide the member's HARM office with a letter of justification authorizing the member to perform offi-

cial aircrew duties in non-US Air Force aircraft and log flying time IAW paragraph 3.3. and assign an appropriate aircrew qualification code IAW Table A3.1. In addition, Wing/CCs or equivalents (or higher, as applicable with the member's chain of command) must authorize orientation flights in non-USAF aircraft for USAF aircrew members.

1.13.3. Foreign military personnel assigned or attached to a US Air Force or a joint staff organization, whose duties require such flights as part of combined operations or exercises (such as Red Flag, Blue Flag, etc.).

Table 2.2. Flying Activity Codes (FAC).

Flying Activity Codes (FAC)	Explanation
1	Force. Officers in API 1, 2, 5, 7, and 9 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (API 1, 2, 6, 8, and 9) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent.
3	Operational Supervisor. Officers in API 6, 7, or 8 coded positions not associated with formal flying training who actively fly.
4	Rated Supervisor. Officers in API 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
6	Excepted Assignment. Officers not eligible for FAC 1 through 5, whose current assignments require active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. EXCEPTION: <i>Member's HARM office may assign FAC 6 for inactive aircrew approved to attend qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive API).</i>
7	Inactive. Rated Officers in inactive status (API 3 or 4). EXCEPTION: UFT students in API 0 positions.
8	Inactive. Officers performing inflight non-crew or inactive UAV duties. NOTE: FAC 8 is authorized for officers required to perform inflight Air Battle Staff, Airborne Emergency Actions Officer, Mission Crew Commander, and AVO duties. Submit other non-crew officer flying requests, with justification, through the operations support man-year program IAW AFI 11-402.
9	Other. Reserved for use only when directed by HQ USAF.
0	Rated officers assigned to non-rated API 0 duties and not involving flying.
A	Force. CEAs in API A or G coded positions not associated with formal flying training.

Flying Activity Codes (FAC)	Explanation
B	Instructors, supervisors, and students (API A, B, or D) assigned to fly “TF” coded aircraft or training aircraft assigned to formal training units or equivalent.
C	Operational Supervisor. CEAs in API B, D, or G coded positions not associated with formal flying training who actively fly.
D	CEAs assigned to AETC non-flying formal school position. (API C).
E	Excepted Assignment. CEAs not eligible for FAC A, B, C, or D, whose current assignment requires active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. EXCEPTION: <i>Member’s HARM office may assign FAC E for inactive aircrew approved to attend qualification/qualification training prior to reassignment.</i>
F	CEAs assigned to OT&E, IOT&E, FMS, AMOG, and TALCE positions (API F).
G	Inactive. CEAs in inactive status (API C, E, and Z).
H	Other. Reserved for use only when directed by HQ USAF/XOO.

2.4.1.3. Use the day after DDLDS from the losing organization for a PCS move that requires an ASC change. This includes inactive officers who require active AOs to attend formal flying training TDY enroute to PCS to an active flying assignment. **EXCEPTIONS:**

2.4.1.3.3. A previously rated officer or CEA returning to another UFT course will maintain their current ASC until the UFT class-start date. For example: Captain Lopez, a rated navigator with a current ASC of 1A is selected to attend pilot UFT. Captain Lopez has a PCS assignment to Laughlin AFB to attend UPT and departs Robins AFB on 5 Sep 02. The UFT class-start date is 15 Sep 02. Laughlin HARM changes Captain Lopez’s ASC from 1A to 1U effective 15 Sep 02.

2.4.1.11. Parachutists. Only individuals assigned to authorized permanent (UMD “J” prefix or DAFSC 1C2X1, 1T2X1, and 13DX) positions, temporary or permissive jump status, or USAFA cadets, are authorized to have AOs published. Commander requests to initiate jump status are processed IAW AFI 11-410. Disqualification requests are processed IAW AFI 11-402.

2.6.2.2. The 1989 Act modified the required OFDA months rated officers must achieve for ACIP entitlement. The new law established revised OFDA requirements of 9, 10, and 12 years from earlier requirement of 6, 9, and 11 years. The effective date for the new criteria was 1 October 1991. On 1 October 1991, the USAF began transition to the new gate structure and rated members were assigned Transition Status Codes (TSC) in order to determine their gate requirements. Rated officers with ASDs of 1 October 1985 and later were required to meet the 9, 10, and 12-year OFDA requirements under the ACIA of 1989. However, the FY96 NDAA again modified gate requirements.

2.6.4.1. Be assigned to primary or corollary duties that require flying and perform valid flying duties in the current month or preceding three months which authorize OFDA credit.

2.6.4.2. Be assigned to rated/CEA in-flight or similar AVO duties in an FSC A, U, X, or Z for at least 15 days within each calendar month that he or she received operational flying credit from the current month of creditable flying or previous three months of creditable flying duty. Rated officers or CEA members assigned to an active flying billet pending a PCS assignment to an inactive assignment should ensure that they sign out on or later than the 16th day of the month in order to receive OFDA credit. They must have also performed OFDA-creditable flying within three months of the departure month.

2.7. OFDA Waivers. The Aviation Career Improvement Act of 1989 authorized the Secretary of the Air Force (SECAF) to waive OFDA requirements for rated officers and CEAs who are unable to meet their flying gates due to reasons beyond their control. Each year, MAJCOM commanders submit nominations for Lieutenant Colonels and below to HQ USAF/XOOT or, for CMSgts and Colonels and above, to HQ USAF/AFSLMO for staffing to SECAF. To implement this program the following procedures apply:

2.7.1.3. For gate waivers submitted from the MAJCOM or equivalent, and approved by SECAF after the loss of continuous pay, members will be authorized AOs (continuous entitlement status) from the date the member submitted to the MAJCOM or equivalent (if otherwise qualified).

2.7.8. MAJCOM commanders will forward OFDA waiver nominations to HQ USAF/XOOT for Lieutenant Colonels and below, or to HQ USAF/AFSLMO for CMSgts, Colonels and above (include brief, individual narratives, and individual's current Aviation Audit worksheet).

2.7.9. Submit OFDA waiver requests no earlier than the year prior to loss of flight pay. Submissions will be to the servicing HARM office and staffed to the MAJCOM. For members assigned to Headquarters, USAF, submit waivers through the individual's supervisory chain of command (DP, XO, XP, etc.), then to XOOT or AFSLMO. For members not assigned to an Air Force MAJCOM (i.e. members assigned to organizations such as USCENTCOM, USPACOM, or USSTRATCOM), individuals will submit packages to their servicing Air Force HARM, which will staff requests packages to the HARM MAJCOM. As a minimum, the submission will include the member's dated request letter, Aviation Service Worksheet, justification for OFDA request, Military Personnel Data System duty history (SURF), and any other documents to support justification. Packages forwarded to HAF for SECAF approval must also contain MAJCOM (or equivalent) indorsement.

2.7.9.2.1. If the rated officer requests waiver of the first gate, submit their name during the officer's 11th year of aviation service; the 17th year of aviation service for a waiver of the second gate; and the 21st year of aviation service for a waiver of the third gate.

2.7.11. After HQ USAF/XOOT or HQ USAF/AFSLMO verifies that the above criteria were met, HQ USAF/XO and HQ USAF/DP staff representatives will review and forward nominations to SECAF for consideration of an OFDA waiver (not to exceed minimum gate month requirement).

2.7.12.1. The MAJCOM OFDA waiver process must include Operations Staff (DO) and Personnel Staff (DP) to ensure compliance with all regulations and laws. Prior to MAJCOM/CC approval, each waiver may be sent to HQ USAF/XOOT or HQ USAF/AFSLMO for an informal review. Each submitted package must include a Staff Summary Sheet stating the case, any correspondences written by the individual and/or their chain of command, a current Aviation Audit worksheet for the individual (obtained from individual's HARM), current ARMS IDS, and any other relevant background information on the case.

2.7.12.2. HQ USAF/XOOT or HQ USAF/AFSLMO will provide a recommendation to the submitting MAJCOM staff stating their assessment of the validity of each case. This assessment may be used by the MAJCOM staff to decide whether or not to forward a formal package.

2.7.13. AFRC and ANG will develop initial MAJCOM procedures for reviewing OFDA waiver packages. Following MAJCOM/CC approval, forward OFDA waiver packages to HQ USAF/XOOT or HQ USAF/AFSLMO for processing and final action.

2.8.2.2. If special circumstances require rated officers to perform temporary in-flight non-rated or non-crew (operational support duties) duties, HARMs change the member's FAC to an 8 in ARMS. For rated officers who were in inactive status, publish an AO, with the FAC 8, FSC J, and document in remark section of AO: "Rated Officer assigned to perform in-flight non-rated (or non-crew) duties." Officers performing non-rated duties log aircrew certification code "Z" on the AFTO Form 781 and flight time does not count towards OFDA or ACIP entitlement.

2.8.4. Reserve officers not on extended active duty (EAD) may be assigned to inactive rated positions (API 3 or API 4).

2.10.2. Flight surgeons must be medically and physiologically (if applicable) qualified, and maintain flight medicine credentials before being authorized active flying status. In addition, they must be assigned to an API 5 unit manpower document (UMD) position with Duty Air Force Specialty Code (DAFSC) 48XX, or 40C0C with an additional AFSC of 48XX, be on active flying status AOs (including aircraft AOs), and be qualified in the aircraft to receive conditional ACIP. IAW DoD FMR 7000.14-R, Volume 7a, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, flight surgeons are conditional fliers and qualification for entitlement to conditional ACIP is earned by completing a prescribed minimum number of operational flying hours per month, and by performing the minimum flying hour requirements IAW the DoD FMR and AFI 11-421, *Aviation Resource Management*.

2.10.2.1. When flight surgeons are assigned to non-API coded "0" positions, AOs will be terminated and members will be assigned ASC 8J. Inactive flight surgeons may be authorized to fly and log time without ACIP on a noninterference basis with unit training and flying schedules. Flight surgeons not qualified in an aircraft, on inactive AOs, or observing ground-based UAV aircrew will log only "Other" flight time and document remarks on the reverse side of AFTO Form 781 (for example, "Inactive flight surgeon," or "Flight surgeon not qualified in aircraft"). Paragraphs 2.16.3 through 2.16.5 apply.

2.10.3. Pilot-Physician Procedures. AFI 11-405, *The Pilot-Physician Program*, prescribes procedures for the US Air Force Pilot-Physician Program. Pilot-physicians remain conditional fliers for ACIP entitlement and do not earn OFDA credit. Except as noted above, active flying pilot-physicians will be assigned ASC 8A, FAC 9, and API 5, and hold the DAFSC of 48VX. Retain members in ESC 8 beyond 25 years of aviation service. Credit flight time logged as a pilot towards advanced pilot and flight surgeon ratings (only when member is assigned FAC 9) and ACIP entitlement.

2.12.4. **NOTE** (added): The frequency a member is required to perform tasks help commanders decide whether or not to request AOs for non-interference fliers. Non-interference fliers not on AOs will be listed on the passenger manifest.

Table 2.10. General Officer Operational Flying Positions.

The following general officer joint positions are authorized to be operational flying positions when filled by USAF general officers. General officers in these positions are requested to advise AF/XO should they elect to maintain operational flying status.	
Duty Title	Organization
Chairman	Joint Chiefs of Staff
Vice Chairman	
Commander	Unified Commands
Deputy Commander	
Special Operations Component Commanders Assigned to Unified Commands (SOCCENT, SOCEUR, SOCJFCOM, SOCPAC, SOCSOUTH)	
SWA/CC	USCENTCOM
USMTM/CC Saudi Arabia	USCENTCOM
CTF-NW/CC	USEUCOM
NAEW/CC	SHAPE
The following are designated as USAF general officer operational flying positions.	
Chief of Staff	HQ USAF
Vice Chief of Staff	
DCS/Air and Space Operations	
Commander, Vice Commander, and Director of Operations	ACC, AETC, AFMC, AFSOC, AFSPC, AMC, PACAF, USAFE
Superintendent, 34 TRW/CC, and Dean of Faculty	USAF
Numbered Air Force Commander, Vice Commander	ACC, AMC, PACAF, USAFE
Wing Commander	
Numbered Air Force Commander, AU/CC (AU/CV when AU/CC is not a rated officer)	AETC
Wing Commander	
Commander, AFFTC	AFMC
Commander, AMWC	AMC
Commander	AFOTEC

Commander	89 MDG
The following AFRC positions are designated as general officer operational flying positions.	
Director of Operations	AFRC
Numbered Air Force Commander	
Wing Commander	
The following ANG positions are designated as general officer operational flying positions.	
Numbered Air Force Commander	ANG
Wing Commander	

2.14.3.2. **Colonel.** MAJCOMs designate colonel active flying positions (API 8) by forwarding AF Form 480, **Aircrew AFSC/Active Flying Justification**, for review and approval to HQ USAF/AFSLMO (see AFI 38-201, *Determining Manpower Requirements*). Colonel flying positions should only be for individuals who directly supervise aircraft flying operations, flight safety, standardization/evaluation programs, and operational readiness inspection programs. Should positions not warrant full time flying, there may be justification for the individual to participate in the indoctrination flying program.

2.14.3.3. **Lieutenant Colonel and Below.** MAJCOMs designate Lt Colonel-and-below rated officer and CEA positions that require active flying IAW AFI 38-201. If the position requires an AF Form 480, provide justification for flying on the form. Normally, API 8 positions are only authorized above wing level (NAF/FOA/DRU/MAJCOM) in safety, inspector general, and standardization/evaluation functional areas in which flying is a requirement associated with the position. On occasion, justification may exist for an aircrew member to fly while in inactive status; see paragraph 2.16.

2.16.5. Obtaining or maintaining aircraft qualification while in inactive status is not authorized. Document flights on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**. Individuals flying in inactive status may not act as pilot in command and flights in single-place aircraft are specifically prohibited. See paragraph 3.4.1.1.1. for information on logging flying time.

2.17. **NOTE:** (Added) SARMS are authorized to maintain/manage their unit members' FRFs/JRFs only when there is no established HARM office for the installation or locale. Requests for exceptions to this policy must be submitted to HQ USAF/XOOT for approval prior to operating independent SARM offices.

2.17.2. Maintain all FRFs/JRFs according to this instruction, AFI 11-410, *Personnel Parachute Operations*, AFI 11-421, *Aviation Resource Management*, AFD 37-1, *Information Management*, AFMAN 37-123, *Management of Records*, and dispose or records in accordance with the *Air Force Records Disposition Schedule (RDS)*, located at <https://webrims.amc.af.mil>. Maintain all active, inactive and disqualified (except ASC 06) aircrew member (including ARC personnel) FRFs/JRFs at the Air Force base HARM office nearest to where the aircrew member maintains their personnel, finance, and if possible, medical records. All records maintained by the HARM will be entered in the ARMS database. Request exceptions to this procedure from HQ USAF/XOOT.

2.17.3. Work closely with the servicing flight medical facility to ensure immediate and accurate exchange of flight management and flight medical data. Establish written procedures (either a memorandum of agreement or include in supplement to this AFI) between the aircrew/parachutist member's flight surgeon's office and the HARM to ensure required documentation is received. As a minimum, this means:

2.17.4. Validate entitlement to flying/jump incentive pays with member's finance office. Establish written procedures (either a memorandum of agreement or include in supplement to this AFI) between the aircrew/parachutist member's finance office and the HARM to ensure required documentation is received to validate flight/jump pay entitlement.

2.17.5. Validate personnel data changes with member's unit orderly room. Contact the MPF to obtain a UMD and a personnel listing to reflect member's current assignment data. Establish written procedures (either a memorandum of agreement or include in supplement to this AFI) between the aircrew/parachutist member's unit orderly room or personnel office and the HARM to ensure required documentation is received. As a minimum, validate DAFSC, API, effective date of duty, unit manning position numbers and active duty (AGR) or non-EAD status for ARC personnel.

3.1. Flight and Jump Records and Aviation Resource Management System (ARMS) Functional Responsibility. The individual flight or jump record folders are the official source documents for determining incentive entitlement, current flying or jump status, and total experience. HARM offices will maintain and enter in the ARMS database all aircrew/parachutist members' FRFs/JRFs whose personnel records are maintained by base Military Personnel Flight (MPF), Accounting Finance Office, (AFO), and base flight surgeon office. FRFs/JRFs will be maintained by the Air Force HARM office closest to the member's MPF and AFO. Dispose of Air Force records in accordance with the Air Force *Records Disposition Schedule (RDS)*, located at <https://webrims.amc.af.mil>, and this instruction.

3.1.2.1.3. FRFs/JRFs for disqualified aircrew or parachutists (entitlement status 0) are kept for five years after such designation. After five consecutive years, return the FRF/JRF to the member. (**EXCEPTION:** for UFT students disqualified from training and operational support fliers removed from flying for more than one year, release the FRF to the member.)

3.3. Crediting Flight Time. Credit flying time as follows:

3.3.1. To credit flight activity, personnel must:

3.3.1.1. Be physically qualified (member cannot be in DNIF status).

3.3.1.2. Be physiologically qualified (if applicable for the aircraft).

3.3.1.3. Be on AOs to take part in frequent and regular flights as aircrew, to obtain aircrew qualification, or as operational support members (IAW AFI 11-402).

3.3.1.4. Be under an approved aircrew qualification code (based on AF Form 8 qualification) and aircrew position identifier (**Table A2.3.**) designated on a flight authorization for the aircraft.

3.3.1.5. Be part of the crew complement (AFI 65-503) authorized to perform aircrew duties in the aircraft to obtain and maintain aircrew qualification or be required for the mission.

3.3.1.5.1. Individuals required for the mission that are not part of the crew complement may only log flying time when specifically authorized to augment the crew or perform mission-related observation or evaluation duties. Written authorization for flight duty is required to be on file with the HARM office prior to the mission. The commander with operational control of the aircraft will issue the authorization, to include justification. The member's HARM office will file the justification in the FRF to ensure a source document is maintained to validate recording of flying time in aircraft in which the member does not maintain qualification. Members must comply with all other applicable requirements to include medical clearance and physiological training (if applicable).

3.3.1.5.2. Non-aircrew members assigned to flying unit commander positions may log flying time in assigned aircraft. Individuals will fly on a non-interference basis (paragraph 2.12.4.), will use crew position “OX” (Colonel and above) or “XX” (Lt Col and below) IAW Table A2.3., and log other time on the AFTO Form 781 for entry into ARMS.

3.3.2. Flights in any other capacity are to be considered familiarization and/or incentive orientation flights (logging flight time on AFTO Form 781 is not authorized). Crewmembers and parachutists cannot credit flights/jumps while on leave, permissive TDY, or nonflying/nonjumping TDY/Temporary Assignment Duty (TAD), regardless of duration, or flying on an aircraft during point-to-point travel (not authorized or required to perform aircrew duties). Aircrew members cannot log flying time when the purpose for flying is to make a proficiency-sustaining jump.

3.4.1. **Primary Flight Time.** Time logged by a member occupying a designated duty station identified in AFI 65-503, and actively performing the duty associated with their aircrew specialty. Only qualified aircrew members, aircrew members obtaining qualification in the aircraft can log primary time when performing in-flight duties. Non-rated aircrew members and operational support personnel who do not have an established crew duty station will only log primary time when actually performing their in-flight duty. For example: operating equipment or caring for medical evacuation patients.

3.4.1.1.4. Pararescue aircrew members assigned to authorized flying billets, on active flying AOs and qualified in the MDS, who are required in addition to the normal aircrew complement to perform in-flight duties for mass rescued aircrew member/personnel missions may log primary flight time when performing patient support duties on mass personnel recovery missions. Primary time is only authorized during such time those in-flight duties are performed. During periods when the PJ is not performing in-flight duties associated with the rescued members, or is non-current for that MDS, only Other flight time will be logged.

3.4.2. **Secondary Flight Time:** Flight time logged by a crew member who is performing inflight duties related to the crewmember’s specialty, but who is not controlling the function of that specialty. Except as listed below, the total secondary time logged in each specialty may not exceed the total flight time. When in excess to the crew complement, a remark will be placed in the remarks of the AFTO Form 781 depicting the secondary duties performed by additional aircrew.

3.4.2.1. The member must be maintaining or obtaining qualification in the aircraft to log secondary time. **EXCEPTION:** Crewmembers designated in AFI 65-503; and tasked to perform their primary duties on aircraft other than their assigned aircraft (e.g., Flight Attendants tasked by TACC or HHQ to support Silver Bullet or DV missions) will log secondary time as long as crewmembers maintain currency in their primary aircraft. The member’s aircrew certification code will reflect the current qualification. If not qualified in the aircraft, the member will log “X” or “O” as the first character of the flight authorization code IAW Attachment 2, Table A2.3.

3.4.2.3. For other aircrew specialties, log secondary time when actually performing inflight duties of the specialty, but not at the primary duty station established for that specialty (for example, second navigator during airdrop missions or additional PJs on AOs required to perform “in-flight duties” assisting mass aircrew/personnel on a rescue mission) when dictated by mission requirements.

3.4.2.3.1 Annotate specific inflight duties performed and circumstances that require additional crewmembers (in addition to basic crew complement) to perform the mission in the remarks section of the AFTO Form 781.

3.4.2.5. Pararescue aircrew members assigned to authorized flying billets, on active flying AOs and qualified in the MDS, who are required in addition to the normal aircrew complement to perform in-flight duties for mass rescued aircrew member/personnel missions may log secondary time when performing simulated patient duties or Mission Coordinator duties on mass personnel recovery training missions. Secondary time is only authorized during such time those in-flight duties are performed. During periods when the PJ is not performing “in-flight” duties associated with the rescued members or mission coordinator, or non-current for that MDS, only Other flight time will be logged.

3.4.5. Other Flight Time. Flight time flown by members who are on the flight authorization, but not occupying a designated duty station or conforming to the requirements of primary, secondary, instructor, or evaluator time. For example: additional or extra crewmembers taking part in the flight, required for the mission to augment the crew or perform mission-related observation or evaluator duties (not qualified in the aircraft). Crewmembers will log other time during periods of crew rest or sleep.

3.4.6.2.1. Combat or combat support time will be logged from takeoff to landing when an individual meets the requirements of combat/combat support flight time, is on active AOs, actively performs the duty associated with the aircrew specialty, and is required for the mission IAW paragraph 3.3. of this instruction. Do not combine mission symbols; use one symbol for the entire flight.

3.5. Flight Condition Time. The categories listed in paragraph 3.4. are the basis for accumulating flying experience for all flying personnel. Record all flying time accrued on a mission in the appropriate category. Provisions have been made to record, for historical purposes, a breakout of flight time by flight condition: night, instrument, and simulated instrument. Primary time flown in more than one condition simultaneously (for example, night and instrument) would result in entries under both of these categories on the form. The type of time logged must be consistent with the flight condition actually encountered or procedure accomplished. MAJCOMs may further restrict logging combinations that are inconsistent with command policy or procedures. Use the following rules in logging flight condition time:

NOTE: DELETED.

3.5.2. Primary Instrument Time. The portion of primary, instructor, or evaluator flight time logged when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments. Pilots only will log this time when performing duties in this flight condition.

NOTE: To log primary instrument time, an instructor or evaluator pilot must occupy a duty station with a set of flight controls, but does not have to actively (hands-on) control the aircraft.

3.5.4. Night Vision Goggle Time. The portion of time logged by an aircrew member wearing night vision goggles. Pilots, navigators, flight surgeons, and other crewmembers having NVG training requirements specified by Air Force or MAJCOM aircrew training publications will log this time (simultaneously with night time) when performing these duties.

3.10. Flying in Other Than Military Aircraft. Flight time logged according to paragraph 3.3. in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force AOs and such flying is inherent in the primary duty assignment of the person concerned. Aircrews must document flight time on an AFTO Form 781 or AF Form 3250 and, except for CAP-USAF or USAFA Introductory Flying Training missions, be in aircraft with 450 or more horsepower.

3.19. Forms Prescribed. AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, AF Form 1887, **Aeronautical Order Aviation Service**, AF Form 3520, **ARMS Aircrew/Mission Flight Data**

Extract, AF Form 4327, **ARMS Fighter Flight Authorization**, AF Form 4327a, **Crew Flight Authorization**.

Attachment 1

References

Title 10, United States Code, Section 653

Title 37, United States Code, Sections 205, 301a, and 301b

DoD Directive 1300.13, *Enlisted Crew Member Flying Duty*

DoD Directive 1340.4, *Proficiency Flying Programs*

DoD 4515.13-R, *Air Transportability Eligibility*

AFPD 11-4, *Aviation Service*

AFPD 37-1, *Information Management*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-405, *The Pilot-Physician Program*

AFI 11-412, *Aircrew Management*

AFI 11-421, *Aviation Resource Management*

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 24-101, *Passenger Movement*

AFI 33-332, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 38-201, *Determining Manpower Requirements*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFI 33-360V2, *Forms Management Program*

AFMAN 37-123, *Management of Records*

AFPAM 36-2211, *Guide for Management of Air Force Training System*

AFPAM 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFB-CMR)*

Terms

Aircrew. The total complement of rated (pilots, navigators, air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. Includes members in initial formal training for immediate assignment to an authorized operational flying position. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, *US Air Force Cost and Planning Factors*, or nonrated aircrew not in an aircraft's basic crew com-

plement, but required for the mission. Aircrew members perform their principal duties inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft's mission.

Mission Crew – DELETED.

Operational Support Flier--An individual whose primary, full-time duty does not require flying. The Air Force may require these individuals to fly on an occasional basis to perform a specific, essential inflight duty that cannot be performed by an assigned aircrew member. Duties may include, but are not limited to inflight test, operation, or inflight maintenance of specific aircraft systems or installed equipment. Operational support fliers must be placed on aeronautical orders and complete prescribed flying hour requirements in order for them to receive non-crew hazardous duty pay; authorized man-months are required prior to issuance of aeronautical orders.

Sortie--An AFTO Form 781 aircraft sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and either of the following conditions occur: a) the engines are stopped, or the aircraft is on the surface for five minutes, whichever occurs first; or, b) a change is made in the crew which enplanes or deplanes a crewmember. A series of practice landings is considered one sortie; for a series of practice landings, close out the flight after five minutes on the ground and begin a subsequent flight IAW [Table A2.1.](#), but do not log a sortie until the final landing. For logging aircrew proficiency training, on missions where some crewmembers deplane and the remaining crew from the original takeoff relaunched, this may be considered to be a continuation of the original aircrew sortie. MAJCOMs may establish MDS-specific crew requirements and procedures for aircrew continuation sorties.

Table A2.1. AFTO Form 781 Entries According to TO 00-20-1.

ITEM	ENTER
2	MDS designator from AFTO Form 781F, item 3. Example F016A.
3	Enter the aircraft serial number. You must enter in ARMS, the year (first two digits), then the last four digits of the tail number. Example: 83-0142.
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 52 FW (USAFE) and the four-letter code of the HARM which serves that organization (obtain from the unit HARM/SARM Office). This will be the HARM that processes and files the original forms.
5	The base of the unit of aircraft assignment.
AFTO FORM 781 ENTRIES (CERTIFIED BY THE PILOT IN COMMAND)	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date. Example- 20020325
6	Mission number assigned for this leg of the mission (MAJCOM option).
7	Authorized mission symbol for each flight. Aircrew may enter all flights on the same GMT date on a single AFTO Form 781.

<i>ITEM</i>	<i>ENTER</i>
8	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
9	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
10	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.
11	<p>24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: (a) The engines are stopped and shutdown occurs at or before five minutes after touchdown. (b) The aircraft has been on the ground for five minutes after touchdown. (c) A change is made in the crew where a crewmember enplanes or deplanes. A series of practice landings is considered one sortie; for a series of practice landings, close out the flight after five minutes on the ground and begin a subsequent flight IAW item 10.</p> <p>NOTE: When a flight starts before 2400 GMT and ends after GMT midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.</p>
12	Subtract takeoff time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
13	Number of touch-and-go, full stop, and total landings.
14	Number of sorties accomplished. A sortie covers a flight from first take off to landing as described in block 11; however, if any flight entry is split (INFL), the sortie will be recorded on the flight that lists final landing.
15	Specified by MAJCOM.
16	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
17	<i>Four-digit unit number to which the crewmember is assigned/attached for flying. Use leading zeros when the unit number has fewer than four digits.</i>
18	<i>SSN of the crewmember. An error in this entry will result in time being lost or credited to another crewmember.</i>
19	Crewmember's last name (printed).

<i>ITEM</i>	<i>ENTER</i>
20	Flight Authorization (FA) Duty Code assigned on the FA to the crewmember for this mission. This code cannot be higher than the individual's current qualification or what the individual crewmember will be performing on the mission. For example, if the individual is an IP, but is scheduled to perform MP duties on a mission, the individual will be listed as an MP on the Flight Authorization. Refer to Table A2.3. for a complete list of duty codes. NOTE: The only time the FA code will not match the scheduled duties on the FA is for extenuating circumstances. The AC must document the reason in the remarks of the AFTO Form 781. For example, a pilot was scheduled to perform IP duties in conjunction with upgrade training for a second pilot; however, the upgrading individual was DNIF and did not fly, so the pilot only performed primary duties. MP is logged with primary time and the AC documents the reason in the remarks section. When using the FA more than one day, log FA Duty Code actually performed and annotate in remarks if different from the FA.
21-26	Times in hours and tenths for each category as defined in Chapter 3 of this instruction. The total time in item 26 cannot exceed the grand total in item 12 column and total of items 21 through 25 cannot exceed item 26.
27	Total number of sorties for this crewmember. Entry is normally the grand total (14).
28-30	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in Chapter 3 of this instruction.
31	Hours and tenths of time performed while wearing night vision goggles.
32	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Inactive Duty, 3=Flying Training Period, 4=Civilian Technician.
33	Log Combat Time in hours/tenths for each category as defined in Chapter 3 .
34	Number of Combat Sorties flown that meet requirements as defined in this instruction, Chapter 3 .
35	Log Combat Support Time in hours and tenths for each category as defined in Chapter 3 of this instruction.
36	Number of Combat Support Sorties flown that meet requirements as defined in Chapter 3 of this instruction.
37	Initials of maintenance personnel at the debriefing who reviewed the form.
38	Initials of the pilot in command who certifies form accuracy. For multiple sorties, the pilot in command initials for each sortie.
39	Initials of the unit operations officer or Aviation Resource Manager (ARM) who verifies the accuracy and legibility of the form prior to entry into ARMS.
40	Eight-digit date and initials of the ARM who processed and audited form.

Table A2.2. Authorized Mission Symbols.

Authorized Mission Symbols (<i>NOTE:</i> Only mission symbols listed in this table are valid. In ARMS the mission symbol is a five-character field. The first two characters must be IAW this table. MAJCOMs may assign additional characters as required (see notes 1 and 2 at end of table).	
CA, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
A1	Scheduled Flights. Missions where the main goal is to move cargo or passengers on a scheduled frequency.
A2	Scheduled Air Evacuation Flights. Missions where the main goal is to move patients on a scheduled frequency.
A3	Nonscheduled Air Evacuation Flights. Missions where the main goal is to move patients who require immediate evacuation to the proper treatment facility.
A4	Nonscheduled Logistics. Missions where the main goal is to move cargo or passengers on other than scheduled flights.
A5	Positioning or Repositioning. The nonproductive part of a flight that is required to locate an aircraft at a station for onloading or returning an aircraft to home station.
A6	Tactical Training. Missions where the main goal is joint airlift that includes personnel and equipment or supply drops.
A7	Other. Classified or other special missions.
A8	Contingency Operations. Contingency missions directed by HQ USAF.
A9	United Nations (UN) Missions. Missions in support of UN operations, as directed by HQ USAF.
SUPPORT MISSIONS (CA and Z coded operational support aircraft only)	
S1	Administrative. Missions in which the main purpose is aerial transportation of personnel accomplishing executive and administrative functions. These include staff or command ordered flights. Also includes Air Reserve Officer Training Corps (ROTC), Air Explorers, and Civil Air Patrol (CAP) indoctrination and similar flights.
S2	Personnel. Missions in which the main purpose is to move personnel by air. This symbol includes courier flights. It does not include flights by Air Mobility Command (AMC) common user passenger or cargo transports completing single manager operations for airlift services.
S3	Material and Supplies. Missions in which the main purpose is to move material and supplies by air. Does not include flights by AMC common user passenger or cargo transports completing single manager operations for airlift services.
S4	Logistics. Missions in which the main purpose is to move personnel, material, and supplies by air. This symbol includes flights in direct support of combat and combat support unit operations. Does not include flights by AMC common user passenger or cargo transport.

SUPPORT MISSIONS (CA and Z coded operational support aircraft only)	
S5	Special. Missions in which the main purpose is to complete specific special activities of the Air Force and other governmental agencies, such as: target missions for air defense purposes, tow missions for defense and tactical forces, local search and rescue, civil relief, mercy missions and air demonstration flights.
S6	Navigational Aids (NAVAIDS) Check. Missions in which the main purpose is to flight-check radar and NAVAIDS.
S7	Aircrew Qualification. Missions in which aircrew members who occupy aircrew or designated instructor crew positions complete standardization and instrument check flights as well as qualification and currency flights.
S8	Support Training. Missions in which the main purpose is to meet semiannual flight requirements (including instrument and qualification checks) as prescribed by this instruction. This symbol is used by "behind-the-line" aircrews who are not assigned to designated aircrew positions.
TRAINING MISSIONS (NOTE: T mission symbols used by force structure aircraft in assignment codes CB, CC, CF, CA, and TF.)	
T1	Student Training. Missions where the main goal is to instruct and train pilots and aircrew under the direction of Air Education and Training Command (AETC) or other USAF Activities engaged in formal student instruction (include flying of instructors in the course of student training).
CA, Air Rescue CF Coded Aircraft Missions, and TF Coded Aircraft Missions as applicable	
T2	Formal Major Weapon System (MWS) Training. Instruction and training of pilots and crews undergoing initial MWS crew training in designated Formal Training Units.
T3	Operational Training. Missions where the main goal is gunnery, bombing, reconnaissance, navigation, instrument, target missions for air defense purposes, towing targets, search and rescue, transportation of cargo or personnel (excludes flights of AMC common user passenger or cargo transports accomplishing single manager operations for airlift service), and continuation training.
T4	Special. Missions in which the main purpose is the direct support of nonmilitary activities such as civil relief, mercy missions, health, communications, public works, and others contributing to the economic and social well-being of the nation.
T5	Reserved for future use
T6	LOW LEVEL MISSIONS (defined by MAJCOMs).
T7	Reserved for future use
T8	Tanker Task Force Support. Missions flown by TDY (deployed) tanker aircrews in support of regional tanker task forces (excluding counter narcotics).
T9	Reserved for future use.
OPERATIONS MISSIONS	
O1 / O2	As directed by HQ USAF.

O3	Aircraft Delivery. Aircraft delivery flights under the control of Air Combat Command (ACC), including inter-command transfers; US Air Force, Navy, or other pilots attached to ACC for purposes of delivering aircraft delivery organizations as well as "borrowed" crews. Also includes aircraft deliveries other than under ACC control.
O4	Test. Missions where the main goal is engineering testing of aerospace vehicles (including the airframe, propulsion units, and components that are integral parts of the vehicle being tested).
O5	Direct Test Support. Missions which are performed in direct support of research, development, test or engineering program for data acquisition. Includes flights to and from test locations.
O6	Indirect Test Support. Missions in which the main goal is to accomplish simulated mission profiles in preparation for approved test programs. Included in this category are missions in E, D and CB coded aircraft in which the main goal is proficiency flying training, initial checkout, requalification, annual instrument and proficiency check, etc.
O7	Special (Air Force Materiel Command [AFMC] use only). Missions performed in E and CF coded aircraft that do not fall within the categories explained above and missions in B or D coded unairworthy aircraft to relocate a damaged aircraft to a repair facility. Includes missions such as search and rescue, demonstrations, record attempts, flight inspections, traffic control and landing system (TRACALS) evaluations, and air traffic control operational evaluations.
O8	Maintenance Tests. Missions where the main goal is to perform functional check flights after completing inspections or maintenance to make sure that the aircraft is airworthy and capable of mission accomplishment. This symbol applies to aircraft in all assignment codes.
CA and Air Rescue CF Coded Aircraft Missions	
O9	Operational Reconnaissance. Aerial activity or engagements conducted by committed units or aircraft that have as a main goal higher headquarters directed reconnaissance missions that do not fall in the other categories explained above. This symbol applies to peacetime air defense scrambles.
P1-P5	As directed by HQ USAF (See Note 1).
P6	Counter-Narcotics Support. Missions flown in support of Counter-Narcotics operations.
P7-P9	As directed by HQ USAF (See Note 1).
R1-R9	As directed by HQ USAF (See Note 1).
C1	AIRBORNE ALERT MISSIONS (defined by MAJCOMs).
C2-C9	As directed by HQ USAF (See Note 1).
A - Z	Mission symbol letters not listed are to be used as directed by HQ USAF. Units must receive permission from HQ USAF/XOOT prior to using mission symbols not specified in this table.

OPERATIONS NOTES:

1. For the P, R, and C mission symbols, use the following third character suffixes to identify missions flown by specific MAJCOM: AMC use A, B, C; ACC use D, E, F; USAFE use G, H, I, J; PACAF use K, L, M; AFSOC use N, O, P; ANG use Q, R, S; and AFRC use T, U, V; AETC use W, X, Y and AFMC use Z. Guard and Reserve units will coordinate with their gaining MAJCOM to determine if the Guard/Reserve or active duty MAJCOM suffix will be used. MAJCOMs will provide HQ USAF/XOOT a copy of directives on the use of these mission symbols.

2. For all missions flown in designated combat areas, make the third character an A to differentiate those combat missions where aerial delivery/recovery of airborne forces/equipment, ordnance expended, or direct exposure to hostile fire occurred. The suffix B is used on designated combat missions established by HQ USAF that result in personnel tour curtailment or other personnel actions.

INDUSTRIAL FUNDED AIRCRAFT MISSION CLASSIFICATIONS (L, M, and N for force structure aircraft in assignment codes CA, CC, TF, and IF)

L1-L8	Contingency. Special transport missions that support contingency plans and test exercises. HQ AMC assigns symbol in the operation order (OPORD). If no OPORD is written, AMC's Tanker Airlift Control Center (TACC) assigns symbol to be used.
M1	Cargo. Scheduled transport missions where the main goal is to move cargo.
M2	Passenger or Patients. Scheduled transport missions in which the main goal is to move passengers or patients. Suffix "L" is reserved for patient flights. Suffix "P" is reserved for passenger flights.
M3	Cargo or Passengers. Scheduled transport missions in which the main goal is to move mixed loads (cargo or passengers).
M4	Positioning for Channel. Locating an aircraft at a station for channel traffic onloads. This includes missions from the offload station of a special assignment airlift mission (SAAM) or contingency mission to the onload station of a channel traffic mission.
M5	Depositioning for Channel. Returning an aircraft to home station from channel traffic offload station and to return an aircraft to backup position from an offload or termination point of any mission where backup equipment has been used.
M6	Special Assignment. Transport missions in which the main goal is to complete special assignment airlift missions. These missions include hours logged from the time the aircraft departs home station or is diverted from channel traffic (scheduled mission) until the aircraft returns to channel traffic operations.
M7	Non-revenue. Nonscheduled missions operated in support of the airlift force other than exercises.
M8	Joint Airborne or Air Transportability Training. Transport missions where the main goal is joint airborne training.
N1	Training and Standardization. Training and standardization evaluation flights for personnel assigned or attached to a tactical or transport unit.

N2	Tactical Training. Unilateral tactical training other than joint airborne training. This includes airdrop, formation flying, and low-level navigation training missions.
N3	Search. Industrially funded aircraft diverted to perform search missions. Symbol is used starting with time of diversion until aircraft returns to normal mission.
CA and Air Rescue CF Coded Aircraft Missions	
N4-N8	Reserved for Future Use. These symbols are used to complement the contingency mission symbols as assigned by TACC.
SIMULATOR TRAINER CLASSIFICATIONS	
Q1	Student Training. Instruction and training of pilots and crews under the direction of AETC or other US Air Force activities engaged in formal student instruction.
Q2	Mission Training. Synthetic trainer or simulator missions where the main goal is training tactical and support aircrews.
Q3	Maintenance Tests. Performance of functional check flights.
Q5	Simulator Test. Missions to acquire data or verify simulator performance, handling qualities, and systems.
<i>SIMULATOR NOTES:</i> <ol style="list-style-type: none"> 1. Suffix "E" is reserved for engineering tests (hardware, software design, or development). 2. Suffix "F" is reserved for human factors research missions. 	

Table A2.3. Flight Authorization Duty Codes.

Aircrew Qualification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP
E	Evaluator qualified	Yes
F	Qualified in basic weapon system	Yes
I	Instructor qualified	Yes
M	Mission qualified in weapon system	Yes
O	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Colonel and above)	No
S	Student enrolled in Undergraduate Flying Training	Yes
U	Obtaining initial qualification or requalification in the weapon system	Yes
X	Crewmembers (active or inactive) in aircraft in which they are not qualified (grades Lt Colonel and below)	No
Aircrew Position Identifier (Second Character)		
A	Astronaut (rated officer performing “non-crew” space station duty) or Other Aircrew Member (nonrated)	Yes
B	Boom Operator	Yes
C	Copilot	Yes
D	Parachutist	Yes
E	Electronic Warfare Officer or Defensive System Operator	Yes
F	Flight Engineer	Yes
G	Aerial Gunner	Yes
H	Flight Nurse	Yes
I	(Deleted)	(N/A)
J	Pararescue Member	Yes
K	Airborne Communications System	Yes
L	Loadmaster or Dropsonde	Yes
M	Airborne Mission Systems/Specialist	Yes
N	Navigator	Yes
O	Air Battle Manager	Yes
P	Pilot	Yes
Q	Airborne Linguist	Yes

Aircrew Qualification Codes (First Character)		Valid to allow aircrew members to meet requirements for OFDA, ACIP, CEFIP, or HDIP
R	Navigator-Bombardier or Offensive Systems Operator	Yes
S	Flight Surgeon	Yes
T	Flight Attendant	Yes
U	Air Vehicle Operator	Yes (Note 5)
V	Airborne Battle Management Systems (Sensor Operator)	Yes
W	Weapon System Officer	Yes
X	Non-interference Commander	No (Note 6)
Z	Operational Support, Airborne Battle Staff, Airborne Emergency Actions Officer, Mission Crew Commander authorized non-crew in-flight duty	Yes
Third Character (ABM Only)		
S	AWACS	
L	ABL	
D	Air Defense	
T	GTACS	
J	JSTARS	
Fourth Character (ABM Only)		
A	Air Surveillance Officer	
B	ACE Team/Element Members	
C	Electronic Combat Officer	
J	Joint Interface Control Officer	
M	Mission crew Commander	
O	Sensor Management Officer	
S	Senior Director	
W	Air Weapons Officer	

NOTES: To meet OFDA, ACIP, CEFIP, or HDIP requirements, aircrew members must comply with the following:

1. Log their flight time using both an aircrew certification code and position identifier valid to credit time (a "yes" in column 3).
2. Log primary, secondary or instructor flight time. Evaluator flight time is also creditable when the evaluator is current in the aircraft. Otherwise the evaluator should use the aircrew certification code O or X.

3. Be attaining or maintaining qualification in the aircraft.
4. Operational support fliers must log primary time to meet the requirement for HDIP. When not performing primary duties, they will log other time.
5. Inactive UAV time does not count towards OFDA and ACIP.
6. Non-interference flyers other than (flying unit commanders) must receive HQ USAF/XOOT approval to log flying time on AFTO Form 781 and enter data into ARMS.

A3.3.6.1. Amend AOs to correct minor administrative errors (erroneous SSN, improper grade, termination date, misspelled name, etc.), if the intent of the original order is unaffected by the correction. The amendment order should contain the original effective date and only other required identifying data (name, grade, SSAN, and organization) and the amended data. Underline amended items. (An amendment makes the amended order read as it should have initially.) An AF Form 1887 is the recommended medium for amending AO because, as an automated system, ARMS automatically includes current information that may not be applicable for the effective period of the AO being amended. Using an AF Form 1887 avoids HARM system “work-arounds” that entail entering false date into ARMS. False data may interface with other Air Force systems and corrupt promotion or assignment processes. (**NOTE** following this paragraph remains unchanged.)

A3.3.6.1.1. Each AO requiring correction must have a separate amendment.

A3.3.6.1.2. Do not publish an amendment order to another amendment order. Revoke the incorrect amendment and publish a single correct amendment.

A3.3.6.1.3. Amending a termination date is authorized, except on an AO published to change a termination date. In this case, the AO’s intent was incorrect from the beginning. When amending an AO, document in ink the AO number and request date of the amendment AO on the lower left-hand margin of the original AO in the record set and FRF being amended. For example: Amended by AO #13, dated 13 Oct 03.

NOTE: HARM offices are authorized to amend other HARM offices’ AOs (provide copy to original office).

Table A3.1. Instructions for Preparation of the AF Form 1887, Aeronautical Order Aviation Service.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 1 (AO Action)	<p>(Initiate Aviation Service Period.) When this item is entered for rated officers who were previous fliers (except flight surgeons), include in item 15 the total number of months of operational flying as of the effective date of the order (item 18). An aviation service period is initiated for rated officers and CEA's on entry into flying training that leads to an aeronautical rating or badge and at each subsequent aviation career phase point (10, 12, 15, 18, and 20 years aviation service).</p> <p>(Change Aviation Service Code From.) If member had no aviation service code before the date of this order, enter "NA."</p> <p>(Revoke/Amend.) When AF Form 1887 is used to amend or revoke a previous AO indicated the action taken, and the previous AO number referenced. For example: "Amend AO 444." "Revoke AO 222," etc. Complete item 16 as required.</p> <p>(Establish ASD.) Used for all non-rated members who enter a course of instruction leading to pilot, navigator, flight surgeon, or CEA rating.</p> <p>(Aircraft Assignment.) Used to list aircraft each member is authorized to obtain and maintain qualification and log flying time for entitlement to incentive pays and OFDA.</p> <p>(Authorized Temporary Flying Duty.) Used for cadets in special training status.</p> <p>(Authorized Noninterference Flying Duty.) Used for non-rated members required to perform official specific tasks (more than once) who do not meet the criteria to qualify for aircrew or operational support status.</p> <p>(Other.) Used for all other reasons. Complete item 16 as required.</p>
	<p>*Delete* NOTE: HARMs are not required to publish aircraft assignment AOs. For officers not assigned directly to a flying unit (for example: wing or group), at a base with multi-type aircraft, a letter approving attachment for flying (coordinated through unit CC, DO, or DOV) documenting the member's primary aircraft to obtain/maintain aircrew qualification is needed to process or validate active AOs. Letters approving crew augmentation or authorization to perform mission-related observation or evaluation duties in and aircraft (s) an aircrew member is not in crew complement or obtaining/maintaining qualification in must also be filed in the FRF in order to log time in an aircraft (IAW paragraph 3.3.). Additionally, a letter of justification is required from the member's MAJCOM to fly in non-USAF aircraft, IAW paragraph 1.11.. Letter (s) if applicable must be permanently filed on the left-hand side of the member's FRF. The letter will serve as the authorizing aircraft assignment action for the member.</p>

Item #	Check appropriate blocks(s) and enter information as follows:
Item 2 (Entitlement Status)	<p>An entry is required in this item for all AOs.</p> <p>a. Indicate the type of incentive pay to which the action relates: ACIP, CEFIP, HDIP, or JUMP/HALO. Do not circle more than one flight pay type; however, flight and jump may both be applicable.</p> <p>b. If the individual's entitlement to incentive pay is affected by publishing the AO, so indicate by checking the appropriate block, "is authorized" or "is not authorized."</p> <p>c. Check the "is not affected" block when the specific actions on the order do not result in a change in the entitlement status of the individual.</p>
Item 3 (Name)	<p>Enter the name for each member affected by the AO. If additional space is required, type "See reverse" and continue on reverse side. The following additional instructions apply:</p> <p>a. All items on the AO except name, grade, SSN and items 8 thru 16 must apply equally to each member listed on the order.</p> <p>b. If items 8 through 16 apply, enter only one name in item 1, and list the other names and items 8 and 16 on the reverse side of the order.</p> <p>c. For non-EAD members of AFRC, enter "AFRC (NON-EAD)" after member's name.</p> <p>d. For group orders, do not include information protected by the Privacy Act of 1974 (e.g., SSNs).</p>
Item 4 (Grade)	Enter the grade for each member affected by the AO.
Item 5 (Social Security Number)	Enter the Social Security Number (SSN) for each member affected by the AO.
Item 6 (Organization)	Enter the organization/location.
Item 7 (Required to Perform Frequent and Regular Flight Required to Perform Parachute Jump Duties)	<p>Complete on initial assignment to aviation service or duties and for all ASC changes. NOTE: A rated member and a CEA member are required to perform frequent and regular flights as long as a valid rating is held. Item will be marked "NO" only in cases where a member is disqualified, suspended, separated, or retired from aviation service.</p>
Item 8 (Crew Position)	Enter member's crew position. For example: Pilot, navigator, flight engineer, etc.
Item 9 (DAFSC)	Enter member's DAFSC.

Item #	Check appropriate blocks(s) and enter information as follows:
Items 10 through 15	<p>Complete, as appropriate, when the order: changes a rated officer's /CEA's ASC; awards a basic aeronautical rating to a graduate of a flying training course or flight surgeon rating to a graduate of course 50BY9351; or initiates an aviation flying service period for an officer or CEA entering undergraduate flying training.</p> <p>Item 10. Complete this item only on AOs that first establish an aviation service career; for example, when entering formal training that leads to an aeronautical rating.</p> <p>Item 10. Enter Aviation Service Date</p> <p>Item 11. Enter ASC</p> <p>Item 12. Enter API code</p> <p>Item 13. Enter current FAC. NOTE: Do not publish AOs for changes in FAC only. (For example FAC 1 to FAC 3 doesn't require an ASC change)</p> <p>Item 14. Enter TSC code for rated officers only.</p> <p>Item 15. Leave blank when the order pertains to flight surgeons or officers performing non-rated airborne duties.</p>
Item 16 (Remarks)	<p>If necessary, continue this item on the reverse of the form.</p> <p>a. (Undergraduate Flight Training.) Include course name, class number or designator, and school location.</p> <p>b. (Awarding Aeronautical Rating.) When awarding a basic aeronautical rating, enter name of course completed, class designation or number, date of completion and school location. For helicopter-only rated pilots, AO remarks will reflect "Member is awarded helicopter-only pilot rating." Graduation from UFT or fixed wing qual constitutes award of fixed wing rating.</p> <p>c. (For Non-rated Crewmembers: Officers and Enlisted, and Members on Jump Status.) Enter UMD DAFSC with prefix. Parachute jumps are authorized from any jump deployable military or military contract aircraft for pay qualification.</p> <p>d. (Initiation or Removal of a Disqualification [Administrative, Medical Disqualification, etc.].) Enter reason and authority according to AFI 11-402, AFI 11-410, and this instruction, or if any action was directed or confirmed by HQ USAF/XOOT. If for medical reasons, enter date of medical incapacitation shown in AF Form 1042.</p> <p>e. (Revalidating Flying Status of Rated officer/CEA.) Include statement that member's previous aviation service status terminated on (appropriate date) and reason member is being returned to aviation duty. For example, "Officer is assigned to a position in the Reserve force requiring a rated officer as prescribed by AFI 38-201."</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>f. (Disqualification or Re-qualification.) Indicate action being taken and reason. For example:</p> <ul style="list-style-type: none"> (1) Termination of requirement to perform aviation service. State the reason and cite the aeronautical order that previously ordered the member to aviation duties. (2) Disqualification in one or more ratings of dual-rated member. Specify the rated specialty or specialties in which disqualified and the reason. If member is to continue an aviation career in another rating, so state. (3) Prohibited from wearing aviation badge. When disqualification results from flying evaluation board (FEB) action that further directed that member not to be permitted to wear aviation badge, include: "Member is prohibited from wearing the aviation badge." (4) Disqualification for medical incapacitation. Include date of original incapacitation to document that the proper grace period has been given. (5) Removing medical disqualification. Include date member is re-certified "medically qualified" and authority. <p>NOTE: Include statement: "Time while disqualified does not count toward advanced ratings/badges."</p> <p>g. (Retroactive Orders.) When date in item 18 (effective date) is before request date (item 17), include a statement validating the issuance of a retroactive order. Not necessary for PCS ASC changes.</p> <p>h. (Award of Badges.) Include the statement: "is awarded flight nurse badge, aircrew member badge, advanced aircrew member badge, or parachute badge," citing criteria met IAW AFI 11-402 or AFI 11-410. For the basic badge, include name of course; class number and designation, and location of school that qualified the member. For the advanced badge, cite the specific criteria attained that justified the award.</p> <p>i. (Changes to Orders.) If the order amends or revokes a previous order, include a statement of action; including AO number, publishing organization, and request date of the order being amended or revoked in the remarks. The effective date of the amend/revoke AO is required and should be the same date of the AO being amended/revoked.</p> <p>j. (Cadets in Special Training Status.) Enter: "The above named individual (s) (is) (are) authorized to participate in flight (or jump) duties as (a) cadet observer (s) in a special training status for the duration of the Advanced Training Program (or USAFA Airmanship Program). Member(s) (is)(are) not entitled to ACIP/HDIP."</p> <p>k. (Operational Support Members-ASC 9C.) Includes the statement: "Member's ASC will change automatically to '06' the day after AO termination."</p>

Item #	Check appropriate blocks(s) and enter information as follows:
	<p>l. (FAC 4, 5, and 6 Waivers-inactive APIs, assign FSC “A.”) Include statement: “Inactive aircrew member approved to fly in support of SECAF (or AF/XOO) missions, per SECAF (or AF/XOO) message (or letter) dated YYMMDD.” Letter will be filed permanently in FRF.</p> <p>m. (Rated officer/CEA assigned to inactive positions.) “Member assigned to an API 0 or Z, non-rated or CEA UMD DAFSC,” or “Member assigned to an inactive rated or CEA inactive position.” HARMs must look at the API and use appropriate statement associated with that API.</p> <p>n. (Other Non-rated Members Who Fly Occasionally to Perform Specific Official Tasks.) Member has current physical and physiological training. Neither Hazardous Duty Incentive Pay nor flight duty credit is authorized.</p> <p>o. (Pilot-physician.) Officer is approved by AF/XO (or AF/XOO or MAJCOM/DO) to perform Pilot-physician duties, while assigned to UMD position #, DAFSC 48VXX or 11XXX., API 5 or 1.</p> <p>p. (Separation or Retirement.) Aviation Service terminated. Time while aviation service is terminated does not count toward advanced ratings or badges.</p>
Item 17 (Request Date)	Date the AO was requested by the orders issuing or approval official.
Item 18 (Effective Date)	This is the effective date of the AO and cannot be before the member meets all eligibility requirements. NOTE: If the request date is after effective date “Circumstances prevented written orders in advance” should be included in the remarks (item 16).

Item #	Check appropriate blocks(s) and enter information as follows:
Item 19 (Termination Date)	<p>This is the last day the AO will be effective.</p> <p>a. For rated officers (except flight surgeons) and officers in training that leads to an aeronautical rating, enter the next aviation career phase point; for example, the date the officer will accrue 12, 18, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known. For officers in entitlement status 4, enter the date the officer will accrue 22 years of aviation service.</p> <p>b. For CEAs entering the next aviation career phase point; for example, the date the CEA will accrue 10, 15, 20, or 25 years of aviation service, whichever occurs first, unless an earlier termination date is known.</p> <p>c. For flight surgeons, enter the date officer will complete 25 years of aviation service.</p> <p>d. For non-rated enlisted members, the termination date will be the Date of Separation (DOS). For non-rated officers, the termination date will be the DOS, if known. If DOS is not known, the termination date will not exceed three years. If the member is notified of a Follow-on flying assignment, change the termination date to reflect the follow-on assignment flying tour completion.</p> <p>e. For operational support personnel, occasional in flight duty will be on a monthly basis or earlier. (Termination will be the last day of month).</p> <p>f. For noninterference flying approved to perform specific tasks, the termination date will be one year from the effective date. For example: AO effective 1 Jan 03, the termination date will be 31 Dec 03.</p> <p>g. For permissive temporary jump status, the termination date will be one year from the effective date (unless a lesser period is specified). For example: AO effective 1 Jan 03, the termination date will be 31 Dec 03.</p> <p>h. For temporary FAC 6/E waivers, the termination date cannot exceed 180 days. For requalification school, use the graduation date of the course as the termination date.</p> <p>i. Enter "NA" on all AOs awarding aeronautical ratings or aviation badges, disqualifying or terminating aviation service, and aircraft assignment actions.</p> <p>j. For individuals who complete 25 years of aviation service, enter the DOS. If indefinite, enter "NA."</p>
Item 20 (Authority)	Include letter, message, or appropriate directive with specific paragraph.
Item 21 (Distribution)	See Table A3.2 . for distribution chart of A.O.
Item 22 (AO number)	Completed by the authenticating official.

Item #	Check appropriate blocks(s) and enter information as follows:
Item 23 (Authenticating Official Signature Block).	Will normally be signed by the Chief, Host Aviation Resource Management in the HARM office. This responsibility may be delegated to a non-commissioned officer in the grade of master sergeant (E-7)/GS-6 civilian equivalent (GS-7 for ANG) or above. Waiver to this requirement must be submitted to HQ USAF/XOOTF with full justification, proof of member's qualification (copy of 1C0X2 training record with AO task certification), and expected get well date.
Item 24 - (Headquarters Information)	Enter designation and location of headquarters.
Item 25 through 28 (MPO Action)	<p>This section completed to take an MPO action only after the AO is authenticated.</p> <ul style="list-style-type: none"> a. Item 25 – Check type pay affected by the MPO action. b. Item 26 – Enter desired start date of payment. c. Item 27 – Enter desired stop date of payment. d. Item 28 – HARM or designated representative. <p>NOTE: The termination date (item 27) will be filled out for all MPO actions. This date will be the actual date when incentive pay terminates, if known, or the termination date of the AO. Pay is terminated the day prior to the effective date of a disqualification, suspension, or termination from aviation/parachutist service action. This is because payment is through midnight of the pay-stop date. For example: ASC 03 effective 15 Jan 03, pay stop must be 14 Jan 03.</p>
Item 29 through 32	After the MPO has been processed by the AFO, verify processing by transcribing the transaction information from the daily record of transactions (DROT), or Joint Uniform Military Pay System (JUMPS) data collection input (JDCI), or JUMPS Transaction Inputs (JTI) in these blocks.

Table A3.2. Required Distribution of AOs.

RULE	Explanation
1	Establishes or terminates an aviation career for officers and CEAs (establishes or terminates an aviation service date). Use distribution code A.
2	Aircraft Assignment AOs. Use distribution code B.
3	Applies to rated officers and CEAs and affects actions other than those in Rule 1 or 2. Use distribution code C.
4	Applies to non-rated officers and non-CEA personnel. Use distribution code D.
CODE#	# of Copies in Parenthesis NOTES 1,2,3 APPLY TO ALL.
A	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (4) (3-Finance/FRF/original to record set) Equipment Management Office (EMO) (1) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1-Active Duty only) HQ ARPC/DSFR, Denver CO 80280-4100 (1-Non-EAD Air Reserve Component only)
B	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (1) HQ USAF/XOOTF (1-General Officers only)
C	Individual (1) SARM of unit member is assigned/attached to for flying (1) HARM issuing the order (4) (See Note 6) EMO of unit to which member is assigned (1) AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts) HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) HQ ARPC/DSMD, Denver CO 80280-4400 (1-Non-EAD Air Reserve Component only) HQ USAF/XOOTF (1-General Officers only) MPF/DPM (2) (See Note 4)

D	<p>Individual (1)</p> <p>SARM of unit member is assigned/attached to for flying (1)</p> <p>HARM issuing the order (4) (See Note 6)</p> <p>EMO of unit to which member is assigned (1)</p> <p>AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts)</p> <p>HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723 (1--Active Duty only) (Non-rated aircrew and parachutists see Note 5)</p> <p>HQ ARPC/DSMD, Denver CO 80280-4400 (1-ARC only) (see Note 5)</p> <p>MPF Classification and Training Office (3) (See Note 4)</p>
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NOTES:

1. At least one of the distribution codes must be shown on the order. Additional coded distribution will be shown as "plus;" for example, "A plus D."
2. In all cases, each individual must receive one copy. For the remaining distribution, increase the number of copies if the order applies to more than one individual. For example, the HARM gets 20 copies if the order is for four individuals.
3. Enclose all orders imposing or revoking a suspension in a US Government Messenger Envelope or a sealed envelope, before placing it in distribution channels.
4. Forward orders disqualifying an individual from aviation service or removing one from parachute jump status.
5. Forward orders awarding the aircrew member badge and orders that medically or permanently disqualify for aviation service only.
6. AOs used as MPOs to start and stop pay are forwarded to finance.

Attachment 5**INSTRUCTIONS FOR USING AF FORM 4327, ARMS FIGHTER FLIGHT AUTHORIZATION, AND AF FORM 4327a, CREW FLIGHT AUTHORIZATION (FA)**

A5.1. Purpose. Commanders will use AF Forms 4327 and 4327a to authorize the use of USAF aircraft to perform a specific mission(s), and to authorize aircrew members to perform in-flight duties. AF Form 4327 will be used to authorize flights of fighter and similar trainer aircraft for missions that originate and end at the same location. AF Form 4327a will be used to authorize all other aircraft missions.

A5.1.1. The FA will also be used for accountability of aircrew personnel, to validate duties performed/ logged on the AFTO Form 781, and for reimbursement of temporary duty expenses.

A5.1.2. Additional members authorized for the mission, who are not authorized to perform aircrew duties or non-interference flying, are listed on a passenger manifest or remarks section per MAJCOM guidance.

A5.2. Scope. These instructions apply to all flying unit commanders with operational control of USAF aircraft who direct the use of aircraft and aircrews in support of command operations.

A5.3. Responsibilities. The AF Form 4327 and 4327a are established by this instruction. Aviation Resource Management personnel are responsible for publication of these forms, and performing Go/No-Go validation (review of ARMS products and member's AOs) for the operations officer during pre-mission review.

A5.3.1. When additional aircrew members are added after completion of the form, the authenticating official, aircraft commander, or flight lead must validate Go/No-Go requirements by validating ARMS training products and AOs prior to flight.

A5.3.2. The completed FA will be used during post mission review with the AFTO Form 781 to ensure all aircrew members authorized to perform duties are documented. The aircraft commander will document deviations between scheduled duties on the FA (Duty Position) and actual duties performed in the remarks of the AFTO Form 781.

A5.3.3. The completed FA is normally filed with the AFTO Form 781 and other mission paperwork. The Air Force *Records Disposition Schedule (RDS)* lists the minimum disposition requirements of this form. MAJCOM supplements may require the form to be maintained longer.

Table A5.1. AF Form 4327 Entries.

Block	Enter
Home Station	List home station of aircraft. (Example - Langley AFB, VA)
Order No	FA number assigned sequentially by Fiscal Year. (Example - 04-0100)
Unit	Unit which aircraft are assigned or chopped.
Depart on or about	Scheduled departure date Use numerical digits for year, month, and day. (Example – 20040505)
Issue Date	Date FA is authenticated.
Signature	Signature of Authenticating Official. Must be designated (in writing) by the OG/CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
Line #	Aircraft line number from the daily flying schedule.
Name	Full name of each individual authorized to perform duties.
Rank	Abbreviated rank of each individual.
Crew Position	Enter individual's current aircraft qualification from AF Form 8
Duty Position	Enter duty position code for scheduled duties IAW Table A2.3.
Sec Clr	Security clearance.
MDS	Aircraft MDS. (Example - F015E)
Msn Sym	Mission Symbol IAW Table A2.2. of this instruction and additional MAJCOM guidance as necessary.
Call Sign	Enter Flight/Aircraft call sign.

Block	Enter
Tail Nbr	Aircraft serial number. (Example - 91-0829)
Remarks Code	MAJCOM/Units approved remarks code as required.
ETD/ETA	Estimated Time of Departure/Arrival.
ATD/ATA	Actual Time of Departure/Arrival. Entered upon completion of mission.
Sortie Duration	Actual sortie duration may be entered upon completion of mission.
Signature of Pilot in Command	Signature of Pilot in Command.
Initials for Changes	Initials of authorized personnel for changes made after authentication.

Figure A5.1. Sample AF Form 4327, ARMS Fighter Flight Authorization.

HOME STATION		Order No.	Unit	Depart on or about	Issue Date	SIGNATURE OF AUTHENTICATING OFFICIAL		Page 1 of							
Aviano AB, IT		04-0100	555 FS	20040507	20040506	Ogden Mendenhall, Lt Col		1							
GO/NO-GO VERIFICATION: I certify go/no-go checks were accomplished for aircrew members listed below. As a minimum, flight physical, physical availability, physiological training, emergency egress, local area survival, current ASC (AO effective date/term date), ACFT AOs, FCI/FC card and any other grounding events were checked. Individuals non-current for aircrew training or aircrew qualification have appropriate remarks codes assigned and an instructor is on-board for their crew specialty. Variations in itinerary Authorized.															
1C0X2 Initials: <i>JS</i> Ops Officer Review: <i>JS</i> Signature of aircraft commander below acknowledges go/no-go checks were accomplished.															
Line #	Name	Rank	Crew Pos	Duty Pos	Sec Cir	MDS	Man Sym	Call Sign	Tail Nbr	Remarks Code	ETD ETA	ATD ATA	Sortie Duration	Signature of Pilot in Command	Initials for Changes
101	Wheeler, Todd E. *	Maj	EP	EP	TS	F-16C	T3	Mingo 01	0777		1000				
102	Simon, Akimbi D.	1Lt	MP	MP	TS	F-16C	T3	Mingo 02	0047		1000				<i>AM</i>
103	Renjart, Gina **	Capt	IP	MP	TS	F-16C	T3	Mingo 03	0357		1000				
104	Ruppelius, Breck F.	Col	MP	MP	TS	F-16C	T3	Mingo 04	0271		1000				
105	Gant, Juliet M. *	LtC	EP	IP	TS	F-16C	T3	Slider 01	0238		1030				
106	Denton, Paul N.	Capt	MP	MP	TS	F-16C	T3	Slider 02	0452		1030				
107	Parson, Doug G. *	Maj	IP	MP	TS	F-16D	T3	Disco 01	0480		1045				
108	Pollie, Robert M.	Capt	FS	FS	S	F-16C	T3	Disco 02	0226		1045				
109	Ferry, Yvonne B. *	1Lt	MP	MP	TS	F-16C	T3	Sandy 01	0632		1100				
110	Brown, Casey R.	1Lt	MP	MP	TS	F-16D	T3	Sandy 02	0450		1100				
111	Smith, Sandra	Maj	FS	FS	S	F-16C	O8	Charlie 01	0361		1115				
112	Kwiatkowski, Randall *	Maj	EP	MP	TS	F-16C	T3	Tango 01	0405		1130				
113	Bundy, Gabriella C. *	LtC	IP	IP	TS	F-16C	T3	Tango 02	0676		1130				
	Gilbert, Leonard R.	1Lt	MP	MP	TS	F-16C	T3	Tango 02	0676		1300				


AF IMT 4327, 20031101 (V1)

Table A5.2. AF Form 4327a Entries.

Item	Enter
1	Use numerical digits for year, month, and day of date FA is prepared. (Example – 20040506)
2	Mission number. Refer to MAJCOM supplement for specific criteria
3	List place of departure. For example Minot AFB, ND
4	Enter destination location.
5	Mission Symbol IAW Table A2.2. of this instruction and additional MAJCOM guidance as necessary.
6	Scheduled departure date and time. (Example - 20040507 1930)
7	Scheduled return date and time. (Example - 20040508 0230)
8	Aircraft MDS (Example - C017A)
9	Aircraft serial number. (Example- 61-0381)
10	Enter Aircraft call sign.
11	<p>Crew Information</p> <ul style="list-style-type: none"> a. Full name of each individual authorized to perform duties b. Abbreviated rank of each individual c. Security clearance d. Enter individual's current aircraft qualification from AF Form 8 e. Enter duty position code for scheduled duties IAW Table A2.3. f. Remarks Code as applicable. MAJCOMS and units may define codes g. Four-digit unit number to which the crewmember is assigned. Use leading zeros when the unit number has fewer than four digits. h. Enter each individual's crew number. (If used) i. Initials of authorized personnel for changes made after authentication.
12	Units may enter remarks and remarks code legend as required. MAJCOMs may provide additional guidance.
13	Date FA is authenticated.
14	FA number assigned sequentially by Fiscal Year. (Example - 04-0101)
15	Distribution per MAJCOM/Unit guidance

Item	Enter
16	Go/No-Go verification will be completed by a qualified 1C0X2 and reviewed by the aircraft commander. When additional crewmembers are added after the FA is authenticated, the aircraft commander will certify that Go/No-Go verification was completed.
17	As a minimum enter unit designation and complete address. MAJCOMs may provide additional requirements.
18	Complete signature element of authenticating official. Must be designated (in writing) by the OG/CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
19	Fund cite information when FA will be used for reimbursement of Temporary duty expenses.
20	Continuation of Item 11, complete as necessary.
21	Continuation of Item 12, complete as necessary.

Figure A5.2. Sample AF Form 4327a, Crew Flight Authorization.

CREW FLIGHT (FA) AUTHORIZATION									
1. PREPARED DATE: 20040505	2. MISSION NUMBER: 1UB1100BA127	3. DEPARTURE LOCATION: HURLBURT FIELD, FL		4. DESTINATION: HURLBURT FIELD, FL					
5. MISSION SYMBOL AND PURPOSE: T3GU / NTAC		6. SCHEDULED DEP DATE/TIME: 20040506 2030		7. SCHEDULED RET DATE/TIME: 20040507 0030					
		8. AERO VEHICLE: MC130H		9. ACFT TAIL #: 92-0162		10. CALL SIGN: Talon 01			
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; AND EO 9397</p> <p>PRINCIPAL PURPOSE: Source document used to authorize aircrew members to perform in-flight duties for this aircraft and provide accountability for aircrew personnel on mission. Additionally used to validate aircrew duties for entitlement to flight time, operational flying duty credit, and flight pay entitlements.</p> <p>DISCLOSURE IS VOLUNTARY: SSAN is needed to meet qualification for accountability, flight documentation, and flight pay entitlements. Failure to provide may prevent authorization to fly and result in a loss of records, qualification, and incentive pay entitlements.</p>									
11. CREW INFORMATION:									
A. NAME	B. GRADE MIL/GS	C. SSAN	D. SEC CLR	E. CREW POS	F. DUTY POS	G. REMARKS/ RES CODE	H. UNIT	I. CREW #	J. INITIALS FOR CHG
WILCOX, ANDREA M.	LTC	999-11-1111	TSEC	EP	IP	A	0015		
WHEELER, TODD M.	MAJ	999-11-1112	SEC	IP	MP		0015		
ARMSTRONG, KIMBERLY L.	CPT	999-11-1113	SEC	MN	MN		0015		
MENDOZA, ALBERTA N.	CPT	999-11-1114	TSEC	EE	EE	L	0007		
GAMBLE, ROSE	CPT	999-11-1115	SEC	ME	ME		0015		
WILKERSON, SUSAN L.	TSGT	999-11-1116	SEC	IF	IF		0015		
COCO, ROBERT R.	SSGT	999-11-1117	SEC	MF	MF	B	0015		
MOUTON, JUANITA M.	TSGT	999-11-1118	SEC	IL	ML IL		0015		CLB
MEEKS, APRIL L.	SRA	999-11-1119	SEC	ML	ML		0015		
12. REMARKS: (Variations in Itinerary Authorized)									
A- In Command; B- Non Current; C- Acting in Next Higher Qual for Eval; G- Airborne Mission Commander; H- Touch and Go Qualified; J- In Command Second Sortie; L- Scheduled Evaluation; M- No Notice Eval; O- Flight Lead; P- Deputy Flight Lead; S- Authorized to Enplane/Deplane									
13. AUTHORIZATION DATE: 20040505		14. FA NUMBER: 04-0201		15. DISTRIBUTION: 1- File					
16. GO/NO-GO VERIFICATION: I certify go/no-go checks were accomplished for aircrew members listed below. As a minimum, flight physical, physical availability, physiological training, emergency egress, local area survival, current ASC, (AO effective date/term date), ACFT AOs, FCIF card, and any other grounding events were checked. Individuals non-current for aircrew training or aircrew qualification have appropriate remarks codes assigned and an instructor is on-board for their specialty. Reserve personnel not on extended duty are subject to the provisions of the uniform code of military justice, while performing this duty.									
1C0X2 Initials: <u>DET</u>				Aircraft Commander Review: <u>Amce</u>					
IF CHANGES TO ORIGINAL CREW MEMBERS: I certify the above go/no-go checks were performed for aircrew member (s) added: Aircraft Commander Signature: _____									
17. UNIT DESIGNATION AND LOCATION OF AUTHORIZING AGENCY: Air Force Special Operations Command 15th Special Operations Squadron Hurlburt Field, FL 32544-5000					18. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL:  CHRISTY L. BERGERON, Lt Col, USAF Operations Officer				
19. ACCOUNTING CITATION: N/A									

Attachment 8**INTERIM CHANGE 2004-2 TO AFI 11-401, AVIATION MANAGEMENT****15 DECEMBER 2004****SUMMARY OF REVISIONS**

This revision incorporates Interim Change IC 2004-2. Updates MEGP guidance (paragraph **1.6.2.5.**); adds ACM provisions (paragraph **1.6.2.6.**); updates guidance pertaining to aircraft flight authorizations (paragraph **1.8.1.**); adds reference to SECDEF moratorium on civilian visitors operating military equipment and associated Air Force policy (paragraph **1.9.4.7.2.**); updates **Table 1.1.** to include added information on Public Affairs flight support in Note 15; revises guidance on individuals authorized to perform inflight duties in Air Force aircraft (paragraphs **1.10.1.1.** and **1.10.1.2.**); revises **Table 2.5.** and **Table 2.6.**; updates **Table 2.10.** and **Table 2.12.**; updates guidance pertaining to crediting of flight time (paragraphs **3.3.1.5.1.**, **3.3.1.5.1.1.**) and primary time (paragraphs **3.4.1.6.**, **3.4.1.6.1.**); clarifies eligibility for logging combat and combat support time (paragraph **3.4.6.2.1.**); redefines night time (paragraph **3.5.1.**); expands eligibility for logging time in other than military aircraft of less than 450 horsepower (paragraph **3.10.**); updates References and Terms (**Attachment 1**); updates Standard Training Event Identifiers (**Table A2.4.**); revises tables pertaining to AF Forms 4327 and 4327a entries (**Table A5.1.**, **A5.2.**); adds **Attachment 6**, Mission Requirement Letter; updates administrative guidance in various sections and corrects previous administrative and typographical errors. A (I) indicates a revision from the previous edition.

OPR: HQ USAF/XOOT

(Mr. Kyle W. Rensler)

Certified by: HQ USAF/XOO

(Maj Gen Teresa M. Peterson)

Supersedes AFI 11-401, 12 June 2003

1.4.2.3. Commanders will ensure a process is in place for aircrew and parachutist members and/or unit orderly rooms to notify the base HARM office of all non-flying TDYs, projected PCS, RET, or SEP actions. This requirement can be met by having the flying or jump unit orderly room forward copies of all aircrew/parachutist members' TDY, PCS, RET, or SEP orders to the base HARM to process required AO or ARMS actions.

1.4.2.3.1. Commanders will establish procedures to ensure aircrew/parachutists pick up the FRF/JRF from the HARM office prior to outprocessing members from their unit for PCS assignments.

1.4.2.3.2. Commanders will establish procedures to ensure aircrew/parachutist members and/or unit orderly rooms notify the HARM office prior to a PCA action to another unit, so HARM office personnel can accomplish any necessary AO or ARMS actions.

1.5.2.1. Certification is acknowledgement by the member that the flying/jump data is correct. Information maintained in the FRF or JRF will not be changed without official source documentation. For example an AFTO Form 781 or AF Form 3520 for missing flights and sorties, AETC Form 240-5 for student hours, an AF Form 922 or AF Form 4323 for missing jumps, Military ID or re-enlistment paperwork for date of separation change and personnel data that did not interface to ARMS, etc. In the absence of source documents, the member may submit a DD Form 149 to the Air Force Board for Corrections to Military Records (AFBCMR) IAW Air Force Pamphlet 36-2607, *Applicant's Guide to the Air Force Board for*

Correction of Military Records (AFBCMR). HARMs must ensure all flying hour corrections (especially to career totals) are accounted for by a source document. A copy of the DD Form 149 or flying hour log book or letter (submitted under previous Air Force policy) must be filed on the left side of the FRF IAW AFI 11-421, *Aviation Resource Management*.

1.5.2.2. Inactive aircrew/jump personnel must accomplish a records review within 120 days prior to departure and not later than 120 days following their arrival at a new duty station. They are not required to accomplish annual reviews of their FRF/JRF.

1.5.4. Pick up the Flight Evaluation Folder (FEF), Flying History Report (FHR), FRF or JRF before departing for PCS or flying/jumping TDY (ref. para 3.1.4.1.). Members must ensure they have a current copy of AO, IDS, ARMS training summary, and AF Form 142, **Aviation Service Audit Worksheet**, prior to departure on a jump/flying TDY. Members initiating parachutist status, scheduled to attend jump school, must give the HARM office a copy of their TDY orders at least 5 work-days prior to TDY, to allow processing of the initial AO authorizing jump status.

1.5.5. Turn in the FRF or JRF to the proper HARM office (or notify the HARM office that the record was mailed) within 10 duty-days after arriving at a new duty station (includes flying TDY). FRF/JRF must be reviewed by the member within 30 days after arrival at a new permanent duty station. Inactive aircrew members must also turn in the FRF and Flight Evaluation Folder (FEF) within 10 duty days. If a member does not turn in the FRF within the 10 workday limit, aviation career incentive pay (ACIP), career enlisted flyer incentive pay (CEFIP), or hazardous duty incentive pay (HDIP) will be suspended (via a Military Pay Order [MPO]) until receipt of the FRF for validation of qualification. HARMs will consider mailed records as “turned in” and will not suspend incentive pay on these members. HARMs will make every effort to contact the member prior to stopping incentive pay. HARMs will ensure FRF/JRFs are inprocessed to the ARMS database NLT 10 days after receipt of the records.

1.5.5.1. Fliers assigned to an inactive API code/duty position (after an active flying assignment) will turn in their FEF to the HARM office within five duty days of assignment to an inactive API code/flying position (i.e. API-6 flyer is placed in an API-3 position, etc.). The HARM office will file the FEF inside the member's FRF. If the member returns to active flying status, forward the FEF to the member's flying unit.

1.5.8. Members will sign out their AF Form 702, **Individual Physiological Training Record** (original), and AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty** (copy) from the HARM office prior to attending physiological/centrifuge training. Upon completion of training, return forms to the HARM office within 5 duty days after arrival at home station.

1.5.9. Provide the SARM office a copy of TDY orders at least 5 days prior to departure (when possible).

1.5.9.1. Squadron Aviation Resource Management, Tenant Aviation Resource Management offices, or flight medicine elements will establish procedures to notify HARM offices for aircrew/parachutists members assigned to their units to validate deployments to support flying operations and non-fly/jump TDYs (in lieu of sending TDY orders). The HARM office will use the TDY notification to ensure no flight/jump credit is authorized for non-flying/jumping TDY assignments (including Air Force Educational Leave of Absence, other academic classes, and other non-fly/jump TDYs) and to note that a member may have flight time pending turn in which may affect pay entitlements.

1.5.9.2. Inactive aircrew members will notify the HARM office at least 10 days prior to departing on an authorized flying TDY (includes requalification courses).

1.5.9.3. HARMs/SARMs will establish procedures to validate flights/jumps performed during non-flying-jumping TDY are not counted toward ACIP, CEFIP, or HDIP flight/jump requirements.

1.5.10. When permanently changing station or unit of assignment, ensure sign-out from unit/base does not negatively affect OFDA credit. Aircrew members permanently changing station or unit of assignment require 15 days or more on active flying status for that month for valid AOs and to receive credit towards OFDA totals.

1.5.10.1. Aircrew members assigned to an active flying billet who are being reassigned to an inactive billet should make every effort to outprocess their unit/base after the 15th of the month to provide an opportunity to obtain the last month of OFDA credit (if flight requirements are also met).

1.5.10.2. Aircrew members assigned to an inactive billet who are being reassigned to an active billet should outprocess their unit/base before the 15th of the month to provide an opportunity to obtain OFDA credit for the first month of assignment (if flight requirements are also met).

1.6.2.1. Military aircrew members who are properly qualified, meet the criteria of this instruction and AFI 11-402 for initiating aviation service, and are directed to perform specific inflight duties on a frequent and regular basis, will be placed on AOs and a flight authorization.

1.6.2.1.1. Members not listed in an AFI 65-503 crew complement, who are not obtaining or maintaining aircraft qualification, and who do not have current aircraft AOs, may be authorized to fly IAW paragraph **3.3**, of this instruction when required for the mission. Written authorization for flight duty must be provided to the HARM office.

1.6.2.1.1.1. If the member obtains qualification in the aircraft while TDY, and aircraft AOs cannot be processed prior to the flight, the flying unit commander or flying unit flight authorization authenticating official may issue a verbal order IAW paragraph **A3.3.1.2**, of this instruction, authorizing the flight. The member will log the appropriate aircrew certification code (first character) and primary, secondary, or appropriate time applicable to the inflight duty performed.

1.6.2.1.1.2. If the member does not obtain qualification in the aircraft, the member may log "O" or "X" aircrew certification code (first character) and other time only.

1.6.2.2. Members who are properly qualified and directed to perform specific inflight non-interference duties will be placed on AOs and the flight authorization but will not be placed on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**. Refer to paragraph **2.12.4**, for additional guidance.

1.6.2.3. Military members not on AOs, and not required to perform duties or obtain and maintain qualification in the aircraft, must fly in passenger status, will be placed on a passenger manifest, and must fly on commercial or military aircraft with adequate facilities for transporting passengers. Refer to paragraphs **1.9.4.7.1**, **2.12.5**, and applicable MDS-Specific guidance for further passenger guidance/restrictions.

1.6.2.4. Commanders (including unit commanders) may detail (by written orders) personnel under their command to take part in aircraft flights operated by any foreign government accredited by the United States, provided the flights do not add additional expense to the US Government, and provided personnel are on AOs that require them to take part in frequent and regular flights.

1.6.2.5. Military members not authorized AOs (as specified above) tasked to perform unique ground support duties directly related and essential to the particular aircraft or mission being flown, e.g., a maintenance specialist required to perform routine maintenance or a security team required to guard the aircraft at enroute or destination stops, may fly as Mission Essential Ground Personnel (MEGP) as defined by

MAJCOMs in MAJCOM supplements to this instruction. See paragraphs 1.8.4.2. and 1.12.2.2. for additional guidance.

1.6.2.5.1. The OG/CC (or equivalent) with operational control of the mission being flown authorizes MEGP status. MEGP may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R. **EXCEPTION:** Under exceptional conditions (e.g. national emergency, severe weather, earthquake, flood) MEGP may be flown on non-passenger carrying aircraft if their duties are essential to the maintenance of the aircraft at the recovery base. All steps should be taken to pre-deploy these personnel via other means of transportation, if adequate time permits.

1.6.2.6. MAJCOMs may designate aircrew members to travel in Additional Crewmember (ACM) status. ACMs will be defined by MAJCOMs in MAJCOM supplements to this instruction. See paragraphs 1.8.4.2. and 1.12.2.2. for additional guidance.

1.6.2.6.1. The OG/CC (or equivalent) with operational control of the mission being flown grants ACM status. ACM may only fly on aircraft capable of carrying passengers IAW provisions of DoD 4515.13-R.

1.8.1. Prior to all flights in Air Force aircraft, commanders (including unit commanders) issue written authorizations documenting all crewmembers required to perform inflight duties on the mission. Units will use AF Form 4327, **ARMS Fighter Flight Authorization**, or AF Form 4327a, **Crew Flight Authorization**, as applicable to the unit aircraft. A commander's (including unit commanders) verbal authorization may direct aircraft flight only when time constraints or administrative procedures prevent written authorization. Written confirmation of this order must be issued within three duty-days. Once a Flight Authorization (FA) has been signed, changes must be validated by a designated approving authority by placing the approving authority's initials by the line changed. The commander with operational control of the mission is responsible for the publication/maintenance/retention of the aircraft FAs for each mission flown by the aircraft. Only commissioned officers are authorized to be authenticating officials for Flight Authorizations.

EXCEPTION: Aeromedical (AE) and Pararescue (PJ) unit commanders with aircrew members may accomplish a FA for assigned aircrew members that are required to perform aircrew duties on the mission. Commanders must ensure all members listed meet go-no-go criteria prior to authenticating the FA. The FA is not a stand alone document and must be attached to the aircraft FA for the mission on which aircrew members were required to perform in-flight duties. If the AE or PJ crew is scheduled to perform aircrew duties on more than one mission, a remark will be placed on the FA to depict variations. As a minimum, the information in blocks 11 through 18 must be documented on the flight authorization. In the Remarks section of the aircraft FA, annotate the AE/pararescue FA number, date, and unit designation. The FA is a critical document used to validate aircrew member's duties/flight time logged on the AFTO Form 781.

1.8.1.1. Validation of go-no-go qualification must be accomplished IAW AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*, prior to authorizing members to participate in aircrew or operational support duties. Once a FA has been published, the pilot in command is responsible for validating go-no-go status for additional aircrew or operational support members prior to authorizing them to fly and adding or attaching them to the flight authorization. Validation may include ARMS products IAW AFI 11-421 (or comparable database for USAFA airmanship programs), a flight authorization from an AE or Pararescue unit commander (or designated representative), or a letter from the member's unit validating the individual's qualification to fly on required missions.

NOTE: When preparing flight authorizations for flying on future dates, the 1C0X2 or designated representative (responsible for go-no-go validation) must confirm the member's aeronautical order status, cur-

rency (to include flight physical and physiological training), and qualification will remain valid through those future dates. Once the FA is published, if the pilot in command is not available, the FA authenticating official may validate go-no-go status.

1.8.3. The flight authorization must include (minimum requirements):

1.8.3.1. A designated pilot-in-command, or formation flight leader of each flight or flight element.

1.8.3.2. Name, grade, and flight authorization duty code ([Table A2.3.](#)) of each crewmember, operational support flier, or any other official personnel (use the position designation established by the MAJCOM) required for the mission or flight.

1.8.3.3. Type, serial number, and call sign of aircraft or formation and mission symbol.

1.8.3.4. Place from which the flight will depart plus "on-or-about" departure date.

1.8.3.5. An itinerary and the phrase "Variations in itinerary authorized."

1.8.3.6. Provisions of AFI 65-103, *Temporary Duty Orders*, apply to temporary duty performed incidental to authorized flights. Include a statement to this effect on the flight authorization.

1.8.4. Flight authorizations will only include personnel on AOs (or contract aircrew personnel on a memorandum of agreement/contract) authorized to perform in-flight duties for that mission according to paragraphs [1.10.](#) and [3.3.](#) of this instruction. Except for non-interference members, individuals on the flight authorization should match those authorized to log time on the AFTO Form 781, **ARMS Aircrew/Mission Flight Data Extract**.

1.8.4.1. Personnel who are on the aircraft for point-to-point travel, an orientation/familiarization flight or to only perform a proficiency jump (not performing aircrew duties for that mission) will be listed on the passenger manifest. For fighter-type aircraft, when a passenger manifest is not prepared, list individuals in the Remarks section of the Flight Authorization.

1.8.4.2. If ACMs or MEGPs are transported, IAW MAJCOM supplements, they may be listed on the flight authorization in the Remarks section (only). ACMs or MEGPs will not be listed on the AFTO Form 781, will not log time, and will not accrue OFDA credit.

1.9.4.7.2. MAJCOMs, ANG, FOAs, and DRUs will administer this program according to DoD 4515.13-R and the above guidelines. Secretary of Defense moratorium, "Civilian Visitors Operating Military Equipment" (22 Feb 01), and CSAF memorandum, "Air Force Policy on Civilian Visitors Operating Military Equipment" (20 Jul 01), apply. For approval authorities in [Table 1.1.](#), ANG will use equivalent positions, as appropriate.

Table 1.1. Orientation/Public Affairs Flight Approval Authorities (by Type of Flight) (Note 1).

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
1	Distinguished Visitor (DV)	Members of the Congress or their staffs (Note 2)	SECAF via SAF/LL
2	Orientation flight	Federal and equivalent foreign government officials (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
3		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander	Overseas MAJCOM/CC (Notes 3, 5)
4	Familiarization orientation flight	Foreign nationals working for the DoD, when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD. (Ref. DoD 4515.13-R, Chapter 10.) (Note 6)	
5		Foreign civilians (Notes 6, 14)	HQ USAF/CV (Note 18)
6		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (Note 6)	MAJCOM/CC (Notes 3, 4, 5)
7		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (Note 6)	HQ USAF/XOO
8		Foreign military (Colonel [equivalent] and below or civilian equivalents) (Note 6)	MAJCOM/FOA/DRU/CC (Notes 3, 4) (may be delegated to NAF/CC and Center/CC)
9		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces. (Ref. DoD 4515.13-R, Chapter 2.) (Notes 6a, 7) (Note 1 N/A)	MAJCOM/CC (Note 3)
10		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training. (Ref. DoD 4515.13-R, Chapter 2, and AFI 11-401, Chapter 1 .) (Note 6a) (note 1 N/A)	Applicable Training Unit Commander
11		Foreign military not listed above. (Ref. AFI 11-401, Chapter 1 .) (Note 6)	HQ USAF/XOO

Line	A	B	C
	Type of Flight	Authorized Participants	Approval Authority
12		US citizens, when in direct support of the approving command. (Ref. DoD 4515.13-R, Chapter 10.) (Note 8)	MAJCOM/CC (Notes 3, 4)
13		Active-duty and Reserve Component military (all grades) and DoD civilian equivalents (all grades)	MAJCOM/DO (Notes 3, 9, 16, 20) (may be delegated but not lower than WG/CC or equivalent level)
14		Service Academy and ROTC cadets and midshipmen (Notes 10, 19)	
15		Junior ROTC, Civil Air Patrol, Explorer Scouts	
16		FAA employees (comply with DoD 4515.13-R, Chapter 4.)	
17		Civilian employees of DoD contractors (Note 11)	
18	Incentive orientation flight	USAF active-duty and ARC military members	
19	Spouse orientation flight	Spouses of US active-duty and ARC military members	
20	Orientation flights in non-USAF aircraft	USAF active-duty and ARC military members (Note 1 N/A)	WG/CC or equivalent level (determines line of duty status)
21	Point-to-point flights	Applies to Public Affairs travel only. Point-to-point orientation flights are not authorized (Ref, DoD 4515.13-R, Chapters 3, 4).	MAJCOM/CC (Notes 3, 4, 5); SECAF for Line 1
22	Public Affairs flights	Community relations: US Civic leaders (Note 14); Youth in Congressionally-sanctioned DoD-approved Youth Programs (Notes 15, 16); US citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Air Force (Note 15). (Note 17)	Local flight (Note 12) WG/FOA/DRU/CC
23	Public Affairs flights		Non-local flight (Note 13) MAJCOM/CC (Notes 3, 4, 5)
24	Media travel/ orientation flight	News media	See AFI 35-101
25	Exceptions to policy/All other orientation flights	Not listed above	HQ USAF/CV (Note 18)

NOTES:

1. "Orientation flights" are defined as continuous flights performed within the local flying area and terminating at the point of origin (DoD 4515.13-R, Chapter 4). "Note 1 N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring members of Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Legislative Affairs (ASD[LA]). (Ref. DSD Memo, 23 Dec 1996.)
3. When aircraft are "chopped" or assigned to a gaining Combatant Commander, approval authority will be the Commander Air Force Forces (COMAFFOR) or Theater Special Operations Command (SOC) commander.
4. The USAFA Superintendent is the approval authority for USAFA aircraft flights.
5. Inform AF/CC/XO/XOO, if approved.
6. flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. Foreign government officials are equivalent to US Federal government officials and do not include local government officials such as mayors, police chiefs, and other local officials who do not represent a foreign government at the national level. Foreign military "civilian equivalents" are comparable to DoD "civilian equivalents."
- a. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*.
- b. Coordinate with the country director in the appropriate SAF/IA regional division (three-letter level), before approval, to ensure no political concerns that would prevent the flight.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. 34 TRW/CC is approval authority for USAFA.
10. For foreign students enrolled in USAF Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
11. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract.
12. For public affairs flight purposes, a local flight is a continuous flight originating and ending at the same location aboard aircraft assigned to that location. For aircraft permanently assigned to one location, but temporarily deployed to another location, the commander with operational control of the aircraft at the deployed location may approve local orientation flights at the deployed location, IAW the provisions of this AFI and this Table.

13. For public affairs flight purposes, a non-local flight is a flight from one location to another (point-to-point flight).

14. Foreign citizens are not included in DoD 4515.13-R as passengers eligible for orientation flights. "Civic leaders" applies to U.S. civic leaders. See line 25. AF/CV approval is required. (Note 6 applies to flights involving foreign nationals.)

15. For youth in Congressionally sanctioned, DoD-approved Youth Programs, program participants may take part in no more than one orientation flight (Ref DoD 4515.13-R, Chapter 4). Parental and/or guardian permission is required and the flight must be approved by SAF/PA. Specific Public Law guidance applies, including Title 10 United States Code (USC), Section 2012, and Title 32 USC, Section 508.

16. Passengers on orientation flights under 18 years of age require parental approval in writing.

17. Travel, which is designed to improve relations, increase good will, or serve humanitarian purposes, does not meet the criteria.

18. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10, and AFI 24-101. **NOTE:** Exception to policy authority delegated from CSAF to AF/CV IAW AFI 24-101.

19. Cadets and midshipmen are authorized orientation flights while on leave status.

20. Aircrew members in suspended (ASC 04) or DNIF status are not authorized familiarization/orientation or incentive flights without an approved waiver from HQ USAF/XOOT.

1.10.1.1. Qualified members of US military services who hold a current aeronautical rating or aeronautical badge, are on active AOs (including aircraft AOs) to take part in frequent and regular flights, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Aircrew members will perform duty associated with their current aeronautical rating and aircrew qualification. Flying solely for the purpose of qualifying for incentive pay or Operational Flying Duty Accumulator (OFDA) credit is not authorized. Documentation for those individuals not in the crew complement or not on aircraft AOs for the specific aircraft must be on file in the member's FRF IAW paragraph 3.3, prior to authorizing such duties. The SARM/TARM office will keep a copy of member's military service current AOs, including aircraft AOs, on file.

1.10.1.2. Qualified non-rated officers and enlisted personnel of US military services who are on AOs (including aircraft AOs), are required to perform mission essential inflight duties on a full time basis, and are within the authorized crew complement (AFI 65-503) for the aircraft or required for the mission. Aircrew members will perform duty associated with their current aircrew specialty and aircrew qualification. Flying solely for the purpose of qualifying for incentive pay is not authorized. Documentation for those individuals not in the crew complement or not on aircraft AOs for the specific aircraft must be on file in the member's FRF IAW paragraph 3.3, prior to authorizing such duties. The SARM/TARM office will keep a copy of member's military service current AOs, including aircraft AOs, on file.

1.12.2. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. For general officer flying, waiver authority to this guidance is AF/CC, IAW AF/CV msg 091724Z Apr 04. (**NOTE:** This message specifically precludes unqualified general officers from flying in the seat on aircraft deliveries when passengers are on board the aircraft.) **EXCEPTIONS:**

1.12.2.2. In order to accommodate training objectives or mission requirements, pilots (including non-current or unqualified pilots) who are authorized to obtain and maintain qualification in a particular MDS aircraft may occupy a pilot's seat for purposes of conducting training or accomplishing mission requirements when ACMs or MEGP are on board the aircraft.

1.12.2.2.1. During such times, if the pilot is non-current or unqualified, a current and qualified instructor pilot will occupy the other pilot's seat.

1.12.2.2.2. Pilots who are not authorized to obtain or maintain aircraft qualification will not occupy a seat with a set of controls with passengers, ACMs, or MEGP on board.

1.12.2.2.3. DELETED.

1.12.2.2.4. DELETED.

Table 2.2. Flying Activity Codes (FAC).

Flying Activity Codes (FAC)	Explanation
1	Force. Officers in API 1, 2, 5, 7, and 9 coded positions not associated with formal flying training.
2	Instructors, supervisors, and students (API 1, 2, 6, 8, and 9) assigned to fly "TF" coded aircraft or training aircraft assigned to Formal Training Units or equivalent.
3	Operational Supervisor. Officers in API 6, 7, or 8 coded positions not associated with formal flying training who actively fly.
4	Rated Supervisor. Officers in API 3 or 4 coded positions assigned and performing aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
5	Officers not assigned to a rated position who perform aircrew duties in direct support of certain Secretary of the Air Force approved flying missions.
6	Excepted Assignment. Officers not eligible for FAC 1 through 5, whose current assignments require active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. EXCEPTION: Member's HARM office may assign FAC 6 for inactive aircrew approved to attend qualification/requalification training prior to reassignment to active flying (while still assigned to an inactive API).
7	Inactive. Rated Officers in inactive status (API 3 or 4). EXCEPTION: UFT students in API 0 positions.
8	Inactive. Officers performing inflight non-crew or inactive UAV duties. NOTE: FAC 8 is authorized for officers required to perform inflight duties such as Air Battle Staff, Airborne Emergency Actions Officer, Combat Rescue Officer, Information Integration Officer, Mission Crew Commander, and AVO duties. Submit other non-crew officer flying requests, with justification, through the operations support man-year program IAW AFI 11-402.
9	Other. Reserved for use only when directed by HQ USAF.

Flying Activity Codes (FAC)	Explanation
0	Rated officers assigned to non-rated API 0 duties and not involving flying.
A	Force. CEAs in API A or G coded positions not associated with formal flying training.
B	Instructors, supervisors, and students (API A, B, or D) assigned to fly "TF" coded aircraft or training aircraft assigned to formal training units or equivalent.
C	Operational Supervisor. CEAs in API B, D or G coded positions not associated with formal flying training who actively fly.
D	CEAs assigned to AETC non-flying formal school position. (API C).
E	Excepted Assignment. CEAs not eligible for FAC A, B, C, or D, whose current assignment requires active temporary (180 days or less) operational flying. HQ USAF/XOO approves the use of this code. EXCEPTION: Member's HARM office may assign FAC E for inactive aircrew approved to attend qualification/requalification training prior to reassignment.
F	CEAs assigned to OT&E, IOT&E, FMS, AMOG, and TALCE positions (API F).
G	Inactive. CEAs in inactive status (API C, E, and Z).
H	Other. Reserved for use only when directed by HQ USAF/XOO.

Table 2.5. ASC Second Character (Flying Status Code [FSC], Disqualified or Suspended Status).

ASC Second Character--Disqualified or Suspended Status (as defined in AFI 11-402)	
0	Disqualified. Administrative Reasons.
1	Disqualified. Fear of Flying.
2	Suspended. Air Reserve Component (ARC) rated officer no longer considered a rated asset. (Note 1)
3	Disqualified. Medical disqualification.
4	Suspended. Permanent disqualification action pending. (HARM office will not assign for more than 180 days without MAJCOM approval.)
5	Disqualified. Flying Evaluation Board (FEB)/Aircrew Evaluation Board (AEB), or failure of non-rated aircrew member to attain aircrew qualification.
6	Flying (rated/CEA trainee and operational support) or jump requirement terminated. (Note 2)
7	Reserved for future use.
8	Disqualified. Voluntary request.
9	Air Force Educational Leave of Absence (AFELOA). (Includes excess leave program [formerly known as "Bootstrap"])

NOTES:

1. HARMs process suspension AOs on Non-EAD ARC officers no longer consider rated assets IAW AFI 11-402, [Chapter 3](#).
2. HARMs change nonrated/non-CEA member's ASC from 9E to 06 when no longer assigned to an authorized jump position. For members in ASC 9D authorized to perform both jump/fly duties and either is terminated, see [Table 2.6.](#), Note 5.

Table 2.6. ASC Second Character (Flying Status Code [FSC], Qualified Active and Inactive Flyer) (See Note 1).

A	Active-Operational Flying. A rated officer or CEA assigned to operational flying duties (excluding Undergraduate Flying Training students), and aircrew members with approved FAC 4, 5, 6, and E waivers.
C	Active-Operational Support (Non-crewmember). An individual required to perform essential in-flight non-crew duties (not considered rated, CEA, or other nonrated aircrew duties) that cannot be performed by an aircrew member in that aircraft's crew complement, IAW AFI 65-503.
D	Active-Non-rated/Non-CEA Aircrew Member. A qualified non-rated aircrew member authorized to perform aircrew duties IAW AFIs 65-503, 11-401 and 11-402. (See Note 5.)
E	Active-Parachutist. A qualified non-rated/non-CEA member assigned to a valid jump DAFSC position, or in training leading to assignment against a valid jump DAFSC position, ordered to perform parachute jump duty. (See Note 5.)
G	Active-Grounded. An aircrew member assigned to operational flying duties not involving flying for a period anticipated lasting over 30 days. Assignment to FSC G will not preclude reassigning the individual to FSC S when appropriate. (See Note 2.)
J	Inactive-Restricted. Assign FSC J to an aircrew member restricted from active flying while assigned to a non-operational flying position or double billeted in excess of 30 days against an active staff API 5, 6, 8, or B position. (Includes FAC 8 fliers.) For nonrated/non-CEA aircrew members, this action terminates aviation service/pay entitlement. (See Note 5.)
K	Inactive-Lack of Support Capability. Aircrew member assigned to an active API who is not flying due to lack of support capability. (See paragraphs 1.3.3. and 1.4.1.8.)
L	Inactive-School (Academic). A crewmember/parachutist assigned to a course of instruction of 90 days or more, which does not require flying/jumping. For nonrated/non-CEA personnel, this action terminates aviation service/pay entitlement.
P	Inactive-Separated. An active duty or ARC rated officer or CEA removed from aviation service on separation from his or her respective service. (See Note 4.)
R	Inactive-Retired. An active duty or ARC rated officer or CEA removed from aviation service on retirement from his or her respective service. (See Note 4.)
S	Inactive-Nonperformance. A rated officer or CEA assigned to operational flying duties (paragraph 2.4.) who did not accomplish OFDA requirements. (See Note 3.) Unit commanders must have MAJCOM approval for members to remain in "S" status for longer than 180 days (except if member is DNIF). Copy of approval must be sent to HARM. Unit commanders must have AF/XOO approval for a rated officer or CEA assigned to operational flying duties to remain in "S" status for longer than 365 days. Ensure the HARM office receives a copy of the 180-day and/or 365-day "S" status approval, as applicable. (Note: If the member is DNIF for longer than 365 days, see AFI 11-402, Chapter 3 [rated] or Chapter 5 [CEA] as applicable).
T	Inactive-Indoctrination Flier. A rated officer or CEA incumbent assigned to an inactive rated/CEA position (or rated inventory "P" or "N" prefixed DAFSC) in a non-operational flying position approved to fly as an indoctrination flier. Authorized 24 mission days per fiscal year. Not authorized for API 0 or Z.

U	Active-Flying Training Student (Undergraduate). A medically qualified officer undergoing flying training leading to the award of an aeronautical rating or career enlisted aviator undergoing flying training leading to the award of CEA badge.
V	Inactive-Air Vehicle Operator. Pilot, navigator, or ABM assigned to AVO duties (not approved by CSAF for OFDA credit).
W	Non-Interference Flyer. Non-rated/non-CEA members, non-crew commanders, UAV Sensor Operators, and other members approved by AF/XOOT.
X	Active-Pipeline. An Undergraduate Flying Training (UFT) graduate from the date of graduation from pilot, navigator, Air Battle Manager, CEA, or observer, training until the sign-in date at the operational duty assignment following completion of formal (Education and Training Course Announcements [ETCA]) primary aircraft training.
Z	Active-Air Vehicle Operator. Pilot, navigator, or ABM assigned to Predator or Global Hawk operational AVO duties. (CSAF-approved for OFDA credit.)

NOTES:

1. The FSC indicates if a member is assigned to an active or inactive flying position and the reason for inactivity. Rated members assigned to mandatory rated flying duties must fly in an active status if otherwise qualified. If the unit commander determines that no flying support capability exists for these officers, assign them an inactive FSC. All rated aircrew members assigned to non-flying duties or non-rated flying are restricted from active rated flying. MAJCOMs assign support-flying priorities according to paragraph 2.8. when adequate resources are lacking.
2. ARMS automatically generates an FSC change for ASC G; no AO is required.
3. Do not process non-performance AOs for rated officers after 18 years of aviation service or CEAs after 20 years of aviation service. Refer to AFIs 11-202, Vol 1, and 11-402 flying/aircrew evaluation board requirement procedures, for members assigned to active flying positions who do not fly for extended periods for reasons within their control.
4. HARM offices will process an AO to assign FSC P or R effective the date of the separation or retirement orders, update ARMS, and terminate flight pay (if applicable).
5. When nonrated/non-CEA members are assigned to a dual-coded flying/jump position, assign FSC D. When no longer assigned to the dual-coded jump/flying position, change the member's FSC from D to J. When a member is re-assigned from a dual-coded position to a jump DAFSC (or J prefixed position) only, change the member's FSC to E.

2.4. Aviation Service Code (ASC) and Flying Activity Code (FAC) Effective Dates.

NOTE: HARM offices must verify UMD information to document that aircrew/parachutists are assigned to an authorized flying/jump position prior to publishing AOs.

2.4.1.7. For officers required to perform air battle staff, airborne emergency actions officer, combat rescue officer, mission crew commander, AVO, IIO, or other duties that do not fall under the operational support program, use the effective and termination dates of the duty orders to authorize FAC 8. FAC 8 terminates upon completion of flying duties. Process HDIP IAW AFI 11-421 for the duty period (if otherwise quali-

fied); OFDA and ACIP are not authorized for these duties. For rated officer, ASC remains unchanged; for non-rated officer, assign ASC 9C.

2.4.1.13. Operational Support Members. Use the effective date authorized (IAW AFI 11-402) when man-months are authorized, not to exceed a one-month period.

2.5. Transition Status Codes (TSC). TSCs allow the HARM office to track the OFDA requirements for rated officers, after the Air Force transitioned from the *Aviation Career Incentive Act of 1974* to the *Aviation Career Improvement Act of 1989* and the FY 1996 *National Defense Authorization Act*. TSCs became effective on 1 Oct 1991 and remained in effect until 1 Oct 2003 (guidance may apply to certain fliers and is retained in AFI). **Table 2.7.** defines the TSCs and **Table 2.8.** shows OFDA gate requirements.

2.10.4. Critical Care Air Transport Team (CCATT) Procedures. Both active and inactive flight surgeons may be tasked to assist CCATTs with patients on a mission.

2.10.4.1. Active flight surgeons assigned to API 5 positions, with ASC 8A on current aircraft AOs, are authorized to log crew position "FS" and primary time on all USAF aircraft missions based on their aircraft qualification.

2.10.4.2. Inactive flight surgeons assigned to API 0 positions, in ASC 8J and tasked to perform CCATT non-crew duties, are authorized to log "FZ" crew position and primary time on these missions. When authorized, the member's HARM office will process the operational support AO. Assign FAC 8, and include AO remarks: "Rated officer tasked to perform CCATT non-crew FAC 8 duties. Crew position FZ and non-crew HDIP authorized." The member's ASC remains ASC 8J.

2.12.4. Other non-rated members who fly occasionally to perform specific tasks (e.g., administrative duties, evaluation of equipment, maintenance, passenger escort, security for classified documents, crew chiefs who perform duties on the ground at the final destination or points enroute and other duties not authorized as operational support IAW AFI 11-402) may have AOs published according to this instruction and MAJCOM directives. Members who fly occasionally to obtain familiarity with the flying environment or directed to perform specific inflight duties on an infrequent or irregular basis (Commanders [including unit commanders], Operations Officers, and supervisory personnel) may do so under the guidelines of paragraph 1.6. Individuals in these categories will fly on a non-interference basis; neither flying incentive pays nor OFDA credit are authorized; and flying is restricted to aircraft with adequate facilities for transporting passengers (reference DoD 4515.13-R, which restricts passenger travel in aircraft, such as, but not limited to, fighter aircraft, which are not designed or normally configured for passenger carrying capability). Paragraphs 2.16.3. and 2.16.5. apply. **EXCEPTION: Members who fly on non-interference AOs will not be placed on the AFTO Form 781 (see paragraph 1.6.2.2.).**

NOTE: The frequency a member is required to perform in-flight tasks must be considered when commanders request AOs for non-interference fliers. Non-interference fliers who are not on AOs will be listed on the passenger manifest.

Table 2.10. General Officer Operational Flying Positions.

The following general officer joint positions are authorized to be operational flying positions when filled by USAF general officers. General officers in these positions are requested to advise AF/XO should they elect to maintain operational flying status.	
Duty Title	Organization
Chairman	Joint Chiefs of Staff
Vice Chairman	
Commander	Unified Commands
Deputy Commander	
Special Operations Component Commanders Assigned to Unified Commands (SOCCENT, SOCEUR, SOCJFCOM, SOCPAC, SOCSOUTH)	
SWA/CC	USCENTCOM
USMTM/CC Saudi Arabia	USCENTCOM
CTF-NW/CC	USEUCOM
NAEWF/CC	SHAPE
The following are designated as USAF general officer operational flying positions.	
Chief of Staff	HQ USAF
Vice Chief of Staff	
DCS/Air and Space Operations	
Commander, Vice Commander, and Director of Operations	ACC, AETC, AFMC, AFSOC, AFSPC, AMC, PACAF, USAFE
Superintendent, 34 TRW/CC, and Dean of Faculty	USAF A
Numbered Air Force Commander, Vice Commander	ACC, AMC, PACAF, USAFE
Wing Commander	
Numbered Air Force Commander, AU/CC (AU/CV when AU/CC is not a rated officer)	AETC
Wing Commander	
Commander, AFFTC	AFMC
Commander	AFOTEC

Commander, AMWC	AMC
Expeditionary Mobility Task Force Commander (EMTF/CC)	
Commander, 89 MDG	
The following AFRC positions are designated as general officer operational flying positions.	
Commander (Dual-hatted as AF/RE)	AFRC
Vice Commander	
Director of Operations	
Numbered Air Force Commander, Vice Commander	
Wing Commander	
The following ANG positions are designated as general officer operational flying positions.	
Numbered Air Force Commander	ANG
Wing Commander	

Table 2.12. Air Staff, OSD, and NGB General Officer Indoctrination Flying Positions

The following positions are designated as general officer indoctrination flying positions.	
Duty Title	Organization
CVA	HQ USAF
DP	
IL	
SE	
SG (When filled by a designated pilot physician)	
XP	
XOO	
SAF/AQ	OSAF
SAF/IG	
Chief, NGB (When filled by a USAF general officer)	NGB
Director, ANG	
Deputy Director, ANG	

2.17.2. Maintain all FRFs/JRFs according to this instruction, AFI 11-410, *Personnel Parachute Operations*, AFI 11-421, *Aviation Resource Management*, AFD 37-1, *Information Management*, AFMAN 37-123, *Management of Records*, and dispose of records in accordance with the *Air Force Records Disposition Schedule (RDS)*, located at <https://webrims.amc.af.mil>. Maintain all active, inactive and disqualified (except ASC 06) aircrew member (including ARC personnel) FRFs/JRFs at the HARM office nearest to where the aircrew member maintains personnel, finance, and if possible, medical records. To ensure proper aviation or parachutist incentive pay validation and prevent interruptions in the MilPDS to ARMS interface, FRF/JRF management will not change for TDY periods of less than 90 days. (**EXCEPTION:** Personnel attending formal flying courses within AETC will follow the guidelines established by Education & Training Course Announcement (ETCA) located at <https://etca.randolph.af.mil> for FRF/JRF management. For other formal courses where the member will accomplish flight/jump activity, ensure the TDY unit is provided an electronic copy of the member's FRF/JRF.) All records maintained by the HARM office will be entered in the ARMS database. If the member's personnel and finance records are maintained at different locations, the HARM office located nearest to where the finance records are maintained will manage the member's FRF. Request exceptions to this procedure from HQ USAF/XOOT.

3.1.2.1. The HARM office, supported by the standard ARMS, keeps FRFs/JRFs for all flying (active and inactive) and jump personnel in the assigned HARM code established for that base. The Standard Systems Group ARMS program manager will allocate one ARMS database code per base. The HARM Office must be located in a securable area so that when HARM personnel are not present integrity of privacy act material is properly maintained.

3.1.3. Initiate a Military Pay Order (MPO) (except for non-USAF members) within 5 work days when:

3.1.4.4. MAJCOMs will establish temporary sign-out procedures.

NOTE: HARM office personnel will not release the FRF/JRF to a member in suspended status.

3.3.1.5. Be part of the crew complement (AFI 65-503) authorized to perform aircrew duties in the aircraft in order to obtain and maintain aircrew qualification, or be required for the mission.

3.3.1.5.1. Individuals required for the mission who are not part of the crew complement may log flying time only when specifically authorized (e.g. AEs, CROs, PJs, combat camera, etc., required for the mission), or perform mission-related observation or evaluation duties. Except as noted in paragraph 3.4.1.6., written authorization for flight duty is required to be on file with the HARM office prior to the mission. The unit commander with operational control of the mission or the flying unit flight authorization authenticating official will issue the authorization, to include justification. (See **Attachment 6** for example. Contact SARM office for assistance with letter.) The mission requirement letter will be permanently filed in the member's FRF, as a source document to validate flying time logged. Members must comply with all other applicable requirements to include medical clearance and physiological training (if applicable).

3.3.1.5.1.1. Members who do not have a specific aircraft listed on their current aircraft AOs, but who have completed qualification requirements for that specific aircraft and are tasked to perform operational flying duties in the specific aircraft, must provide to the HARM office a source document that authorizes the member to perform inflight duties in the aircraft specified. A verbal order is authorized IAW paragraphs 1.6.2.1.1. and A3.3.1.2., but must be followed up with a written letter to the member's servicing HARM office within three duty-days. This letter is the source document for logging operational flying time on an aircraft (in lieu of an aircraft AO) on an infrequent basis.

NOTE: Commanders must process an aircraft AO request IAW AFI 11-402, to add aircraft to the member's current operational aircraft authorization, for aircrew members obtaining and maintaining additional aircraft qualification.

3.4.1.6. Nonrated aircrew members and flight surgeons on active flying AOs, who are qualified in specific aircraft, but tasked to perform in-flight aircrew duties for a real-world mission in an aircraft in which they are not current and qualified, are authorized to log aircrew certification code (first character of crew position) "F" and primary time for that mission. Verbal orders of the unit commander may authorize such duties; however, a letter from the unit commander with operational control of the mission or the flying unit flight authorization authenticating official (See [Attachment 6](#)) must be provided to the member's servicing HARM office within three duty-days for filing in the member's FRF, validating the requirement IAW paragraph [3.3.](#)

3.4.1.6.1. The mission requirement letter (for real world missions) must include the statement, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." Include a statement in the remarks section of the AFTO Form 781 validating the real-world mission tasking and verifying that the member completed emergency egress training for that aircraft prior to flight. This does not establish qualification for the aircraft unless all applicable qualification requirements have been accomplished as specified in applicable publications.

NOTE: For deployed operations every attempt should be made to submit the mission requirement letter and AFTO Form 781 to the aircrew member's servicing HARM office within seven duty-days.

3.4.3. **Instructor Flight Time.** Flight time logged by a designated and qualified instructor while actively performing authorized instructional duties. (Includes "hands on" time during demonstration activities that are part of instructional duties.) The instructor does not have to be occupying a primary duty station established for that specialty but must be actually performing instructor duties. Except as provided for in AFI 65-503, the total instructor flight time for each aircrew specialty may not exceed the total flight time.

3.4.6.2.1. Combat or combat support time will be logged from takeoff to landing when an individual meets the requirements of combat/combat support flight time, is on an active AO, is on the flight authorization authorized to perform in-flight aircrew duties, and is required for the mission IAW paragraph [3.3.](#) of this instruction. Do not combine mission symbols; use one symbol for the entire flight.

3.5.1. **Night Time.** That portion of primary, secondary, instructor, or evaluator flight time logged between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac. Crewmembers having night requirements (includes wear of NVG) specified by Air Force or MAJCOM publications will log this time. For personnel assigned at latitudes above 60 degrees north (May through August) or below 60 degrees south (November through February), night requirements are waived when removal from active flying or PCS occurs during the summer months.

3.5.4. **Night Vision Goggle Time.** The portion of flight time logged by an aircrew member wearing night vision goggles between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac. Crewmembers performing aircrew duties in a crew position with NVG requirements will log this time while wearing NVGs. NVG time may also be logged by flight surgeons and aircrew members instructing or evaluating individuals who are performing crew duties where NVGs are required and worn. NVG time will not exceed total night time logged.

3.10. Flying in Other Than Military Aircraft. Flight time logged according to paragraph [3.3.](#) in other than military aircraft is credited toward annual flying requirements only when directed by competent Air Force AOs and such flying is inherent in the primary duty assignment of the person concerned. Aircrews

must document flight time on an AFTO Form 781 or AF Form 3250 and, except for CAP-USAF or Introductory Flying Training missions, be in aircraft with 450 or more horsepower.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Section 653

Title 10, United States Code, Section 2012

Title 32, United States Code, Section 508

Title 37, United States Code, Sections 205, 301a, and 301b

DoD Directive 1300.13, *Enlisted Crew Member Flying Duty*

DoD Directive 1340.4, *Proficiency Flying Programs*

DoD 4515.13-R, *Air Transportability Eligibility*

DoD 7000.14-R, Volume 7A, Part Two, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*

AFPD 11-4, *Aviation Service*

AFPD 37-1, *Information Management*

AFI 10-2701, *Organization and Function of the Civil Air Patrol*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 11-405, *The Pilot-Physician Program*

AFI 11-412, *Aircrew Management*

AFI 11-421, *Aviation Resource Management*

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 24-101, *Passenger Movement*

AFI 33-332, *Air Force Privacy Act Program*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 38-201, *Determining Manpower Requirements*

AFI 48-123, *Medical Examinations and Standards*

AFI 65-103, *Temporary Duty Orders*

AFI 65-503, *US Air Force Cost and Planning Factors*

AFI 33-360V2, *Forms Management Program*

AFMAN 37-123, *Management of Records*

AFPAM 36-2211, *Guide for Management of Air Force Training System*

AFPAM 36-2607, *Applicant's Guide to the Air Force Board for Correction of Military Records (AFB-CMR)*

Abbreviations and Acronyms

ABM—Air Battle Manager
ACC—Air Combat Command
ACIP—Aviation Career Incentive Pay
ACM—Additional Crewmember
AEB—Aircrew Evaluation Board
AECM—Aeromedical Evacuation Crewmember
AETC—Air Education Training Command
AFMC—Air Force Material Command
AFMS—Air Force Manpower Standard
AFRC—Air Force Reserve Command
AFSOC—Air Force Special Operations Command
AFSPC—Air Force Space Command
AMC—Air Mobility Command
AMOG—Air Mobility Operations Group
ANG—Air National Guard
API—Aircrew Position Indicator
ARC—Air Reserve Component
ARM—Aviation Resource Management
ARMS—Aviation Resource Management System
AS—Aviation Service
ASC—Aviation Service Code
ASD—Aviation Service Date
AVO—Air Vehicle Operator
CAP—Civil Air Patrol
CCT—Combat Crew Training
CEA—Career Enlisted Aviators
CEFIP—Career Enlisted Flyer Incentive Pay
CJCS—Chairman of the Joint Chief of Staff
COMAFFOR—Commander Air Force Forces
CONUS—Continental United States

DIA—Defense Intelligence Agency

DNIF—Duty Not Involving Flying

DoD—Department of Defense

DoDFMR—Department of Defense Financial Management Regulation

DRU—Direct Reporting Units

DSAA—Defense Security Assistance Agency

DV—Distinguish Visitor

ESC—Entitlement States Code

FA—Flight Authorization

FAC—Flying Activity Code

FEB—Flying Evaluation Board

FMS—Foreign Military Sales

FOA—Field Operating Agencies

FRF—Flight Record Folder

FSC—Flying Status Code

FSO—Flight Surgeon Office

FTF—Future Total Force

FY—Fiscal Year

GSU—Geographically Separated Unit

HARM—Host Aviation Resource Management

HDIP—Hazardous Duty Incentive Pay

HPSP—Health Professions Scholarship Program

IOT&E—Initial Operational Test and Evaluation

JRF—Jump Record Folder

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command. For the purposes of this AFI, ANG and USAFA are considered MAJCOMs.

MAP—Military Assistance Program

MDS—Mission Design Series

MEGP—Mission Essential Ground Personnel

MPF—Military Personnel Flight

NATO—North Atlantic Treaty Organization

NDAA—National Defense Authorization Act

OFDA—Operational Flying Duty Accumulator
OMR—Optical Mark Reader
OSA—Operational Support Aircraft
OSD—Officer Service Date
OT&E—Operational Test and Evaluation
PACAF—Pacific Air Forces
PACOM—Pacific Command
PAO—Public Affairs Officer
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PEP—Personnel Exchange Program
PMAI—Primary Mission Aircraft Inventory
ROTC—Reserve Officer Training Corps
SARM—Squadron Aviation Resource Management
SDI—Special Duty Identifier
SEAL—Sea-Air-Land Team
SECAF—Secretary of the Air Force
SOC—Special Operations Command
TAD—Temporary Additional Duty
TALCE—Tanker Airlift Control Element
TARM—Tenant Aviation Resource Management
TDY—Temporary Duty
TFAP—Total Force Absorption Program
TSC—Transition Status Code
UAV—Unmanned Aerial Vehicle
UFT—Undergraduate Flying Training
UMD—Unit Manpower Document
UPT—Undergraduate Pilot Training
USACOM—United States Atlantic Command
USAF—United States Air Force
USAFA—United States Air Force Academy
USAFE—United States Air Forces in Europe

U.S.C.—United States Code

USCENTCOM—United States Central Command

USEUCOM—United States European Command

USMILGP—United States Military Group

USSOCCOM—United States Special Operations Command

USSOUTHCOM—United States Southern Command

USUHS—Uniformed Services University of Health Sciences

Terms

Additional Crewmember (ACM) —Aircrew members not required for a particular mission being flown, but who are required for follow-on missions. ACMs are further defined by MAJCOMs in MAJCOM supplements to this instruction. The OG/CC (or equivalent) with operational control of the mission being flown grants ACM status. ACMs are passengers and may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R.

Aircrew—The total complement of rated (pilots, navigators, air battle managers, and flight surgeons), career enlisted aviators (1AXXX Air Force Specialty Codes), and nonrated aircrew (K-, Q-, or X-prefixed Air Force Specialty Code) personnel responsible for the safe ground and flight operation of the aircraft and onboard systems, or for airborne duties essential to accomplishment of the aircraft's mission. Includes members in initial formal training for immediate assignment to an authorized operational flying position. Individuals must be on aeronautical orders and assigned to an authorized position according to AFI 65-503, *US Air Force Cost and Planning Factors*, or nonrated aircrew not in an aircraft's basic crew complement, but required for the mission. Aircrew members perform their principal duties inflight and their presence is required for the aircraft to accomplish its primary tasked mission. Duties must be essential to operating the aircraft or mission systems and equipment used for completing a mission, or other duties essential to the aircraft's mission.

NOTE: US Air Force Academy (USAFA)/Air Force Reserve Officer Training Corps (AFROTC) cadets enrolled in approved USAFA flying programs are accorded aircrew status while actively participating in such programs. Cadets will be placed on aeronautical orders authorizing USAFA Airmanship Program flying status and will not be added in the operational ARMS database. An Aviation Service Code (ASC) will not be assigned and an Aviation Service Date (ASD) will not be established. Neither flying incentive pay nor flying duty credit are authorized.

Air Force Aircraft—US Government aircraft under US Air Force jurisdiction.

Authentication—The process that makes an administrative order official. Evidenced by proper signature or seal that a document is genuine and official. The only seal authorized on AOs is on Department of the Air Force (DAF) orders (For example: A DAF order that the CSAF awarded a pilot rating).

Authorized Aircrews—Aircrews authorized according to AFI 65-503, *USAF Cost and Planning Factors*, Attachment A36-1 (Authorized Aircrew Composition Active Forces), Attachment A37-1 (Authorized Aircrew Composition Reserve Forces), and Attachment A38-1, (Authorized Aircrew Composition Guard Forces).

Aviation Career Incentive Pay (ACIP)—Incentive pay for rated officers in an aviation career as authorized in the Aviation Career Incentive Act of 1974, the Aviation Career Improvement Act of 1989, and the FY 96 National Defense Authorization Act.

Aviation Service Date (ASD)—Effective date of the first aeronautical order to perform flight duties. For rated officers, this date is set when the member first reports to the aviation activity that has aircraft in which he or she will receive flight training leading to an aeronautical rating and is placed on aeronautical orders (for example, class start date of SUPT, SUNT, or UPT-H class or Weapons Systems Training) or date of commission, whichever is later. For flight surgeons, the ASD equals the date all requirements for the flight surgeon rating were met, which is normally the date Course 50BY9351 or equivalent was completed. (**EXCEPTION:** The ASD for medical students who have completed Course 50BY9351 will be the date post graduate medical training is completed, an unrestricted medical license is attained, AFSC 48XX is awarded, and flight surgeon rating is assigned. All requirements must be accomplished for award of the ASD.) For Air Battle Managers, the ASD is the date the crewmember enters formal ABM flying training (class start date). For career enlisted aviators, the ASD is set when the member first reports to the aviation activity that has aircraft in which he or she will receive flight training leading to career enlisted aviator status and is placed on aeronautical orders. Rated ASDs and CEA ASDs are established separately. See also AFI 11-402.

Career Enlisted Aviator (CEA)—Personnel in AFSCs 1AXXX and 8A000.

Career Enlisted Flier Incentive Pay (CEFIP)—Incentive pay for career enlisted aviators in an aviation career as authorized in the FY 00 NDAA.

Civil Air Patrol - United States Air Force (CAP-USAF)—CAP-USAF is the Air Force agency that coordinates or approves use of the Civil Air Patrol to carry out non-combat missions of the Air Force (IAW AFI 10-2701).

Commander—When used in this instruction, "commander" refers to a wing commander (or comparable level), or any level higher within the chain of command, of a flying unit to which an individual is assigned or attached for flying. If an individual is geographically separated from the wing, authority may be delegated to a group or squadron level.

Conditional Entitlement—The requirement for any aircrew member in an aviation status or career to meet monthly flight requirements to receive ACIP, CEFIP, and HDIP.

Continuation Training—The continuation training program provides crew members with the volume, frequency, and mix of training (flying and ground training) necessary to maintain proficiency in the assigned qualification level. This training must be maintained in the ARMS database.

Continuous Entitlement—The condition under which rated officers and career enlisted aviators in an aviation career are entitled to receive ACIP or CEFIP without regard to flight activity.

Flight—For the purpose of this instruction only, a flight is synonymous with a mission.

Flight Authorization (FA)—A single document used to identify all aircrew, operational support, and authorized non-interference members on AOs, who are qualified and authorized to perform duties on specific aircraft for a scheduled mission. ACMs and MEGPs may be placed on the flight authorization, only in the Remarks section. AE/PJ FAs are attached to the aircraft FA for the mission(s) on which they performed duties.

Frequent and Regular—"Frequent and regular" is a DoD 7000.14-R, Volume 7A, Part Two, term which establishes the minimum monthly flight requirements to be entitled to conditional Aviation Career Incentive Pay (ACIP), Career Enlisted Flight Incentive Pay (CEFIP), or Hazardous Duty Incentive Pay (HDIP). DoD 7000.14-R, Volume 7A, Part Two, sets the minimum at four hours for active duty (DoDFMR, Part Two) and two hours for Air Reserve Components (ARC) per calendar month, or a prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flier status. There must be a need to perform inflight duties.

Gate—Identifies a point in a rated officer's or CEA's aviation career at which utilization is measured according to the Aviation Career Incentive Act of 1974, the Aviation Career Improvement Act of 1989, the FY 96 National Defense Authorization Act, or the FY 00 National Defense Authorization Act. Utilization is measured at the 12th and 18th year of aviation service for rated officers, and 10th, 15th, and 20th years of aviation service for CEAs. A transition period was in effect for rated officers until 1 October 2003.

Government Aircraft—An aircraft owned, operated, or leased by the US Government.

Hazardous Duty Incentive Pay (HDIP)—Incentive pay authorized for personnel required to perform flight duties on a frequent and regular basis.

Host Aviation Resource Management Office—The office responsible for ARMS, flight record, and jump record management. The HARM office determines entitlement to ACIP, CEFIP, and HDIP.

Host Aviation Resource Manager—The sole approval authority (except for HQ USAF/XOOT) at each flying base for determining entitlement and the starting and stopping of Aviation Career Incentive Pay (ACIP), Career Enlisted Flier Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for flying and parachute duties; responsible for interpreting public law as it pertains to entitlement to these incentive pays along with auditing and reconciliation of these incentive pays; and the single point of contact for ARMS. These positions are inherently governmental.

Instrument Flight—Flight conducted when external conditions require that the aircraft attitude be maintained primarily by reference to the flight instruments.

Intent—For the purpose of publishing an Aeronautical Order, the intent of an AO validates individual qualification for aviation and parachutist service, authorizes and directs frequent and regular participation in aerial flight or parachute duties; and establishes or terminates individual entitlement to ACIP, CEFIP, and HDIP. Intent also includes the effective date of the AO.

Interfly—The exchange and/or substitution of aircrews and aircraft between MAJCOMs.

Mission—For the purpose of this instruction only, mission is defined as a primary objective for which an aircraft is operated (see Mission Symbols) and which may consist of an increment of one or more sorties. Several missions may be accomplished in one sortie.

Mission Essential Ground Personnel (MEGP)—Military members not authorized AOs who are tasked to perform unique ground support duties directly related and essential to the particular aircraft or mission being flown, e.g., a maintenance specialist required to perform routine maintenance or a security team required to guard the aircraft at enroute or destination stops. MEGPs are further defined by MAJCOMs in MAJCOM supplements to this instruction. The OG/CC (or equivalent) with operational control of the mission being flown grants MEGP status. MEGPs are passengers and may only fly on aircraft capable of carrying passengers IAW the provisions of DoD 4515.13-R.

Officer Service Date (OSD)—Effective date of service as a commissioned, warrant, or flight officer, whether or not served on extended active duty. This is usually equivalent to total federal commissioned service date backdated by any period served as a warrant or flight officer. For flight surgeons, the OSD includes constructive service granted medical officers in the computation of creditable service for basic pay.

Operational Flying—Flying performed under competent orders by rated and CEA personnel (primarily for mission, support, or training purposes) while serving in an assignment where basic flying skills usually are maintained for performing assigned duties.

Operational Support Flier—An individual whose primary, full-time duty does not require flying. The Air Force may require these individuals to fly on an occasional basis to perform a specific, essential inflight duty that cannot be performed by an assigned aircrew member. Duties may include, but are not limited to inflight test, operation, or inflight maintenance of specific aircraft systems or installed equipment. Operational support fliers must be placed on aeronautical orders and complete prescribed flying hour requirements in order for them to receive non-crew hazardous duty pay. Authorized man-months are required prior to issuance of aeronautical orders.

Orientation Flight—Continuous flights in DoD-owned aircraft performed within the local flying area and terminating at the point of origin.

Point-to-Point—Public Affairs travel. Point-to-point means flights that takeoff from one location and land at a different location. Such flights require MAJCOM/CC or SECAF approval as specified in [Table 1.1](#) of this instruction. Point-to-point orientation flights are not authorized.

Sortie—An AFTO Form 781 aircraft sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and either of the following conditions occur: a) the engines are stopped, or the aircraft is on the surface for five minutes, whichever occurs first; or, b) a change is made in the crew which enplanes or deplanes a crewmember. For logging aircrew proficiency training, on missions where some crewmembers deplane and the remaining crew from the original takeoff re-launch, this may be considered to be a continuation of the original aircrew sortie. MAJCOMs may establish MDS-specific crew requirements and procedures for aircrew continuation sorties.

STANAG 3526 AMD—Interchangeability of NATO Aircrew Medical Categories.

Supervisory Aircrew or Staff Member—Personnel in supervisory or staff positions (API 6, 8, B, and D) who actively fly; or in positions (API 3, 4, C, and E) that require aircrew expertise but individuals are not required to fly.

Training Level—Assigned to individuals based on the continuation training aircrew status (basic aircraft qualification, basic mission capable, or mission ready/combat mission ready) they are required to maintain.

Training Period—Any training period determined by the MAJCOM or Wing in which training requirements are performed.

Unit Commander—When used in this instruction, "unit commander" refers to the squadron commander (or comparable level) or higher level within the chain of command.

A2.3. Responsibilities. The AFTO Form 781 is established by TO 00-20-1. Maintenance personnel are responsible for distributing and collecting these forms. Completing AFTO Form 781 and other forms in that series is a joint responsibility of maintenance personnel and the pilot in command.

A2.3.4.3. The original copy of the AFTO Form 781 must be provided to the HARM that services the unit to which the aircraft is assigned no later than 5 days after the end of the month in which the flights were performed. For example, the Form 781 for a flight flown in March must be turned in to the servicing HARM NLT 5 April.

EXCEPTION: ARC units that track/maintain ACIP and CEFIP for their aircrew members may forward the AFTO Forms 781 to the servicing HARM not later than the first day following two months after the month in which the flight was performed. In the above example, the forms would not be required to be turned into the HARM until 1 June.

A2.3.4.3.1. To prevent changes being made to an individual's flight record in ARMS after the original was updated and sent to the HARM office, SARMS are not authorized to maintain duplicate copies of AFTO Forms 781 (including extracts). If changes are required after the flight information has been entered in ARMS and the form is at the HARM, the pilot in command must contact the HARM office to make corrections.

Table A2.1. AFTO Form 781 Entries According to TO 00-20-5.

ITEM	ENTER
2	MDS designator from AFTO Form 781F, item 3. Example F016A.
3	Enter the aircraft serial number. Use the following format for entry in ARMS, last two digits of the year, followed by a dash, then the last four digits of the tail number. Example: 83-0142.
4	Organization to which the aircraft is assigned. Show command designation in parentheses (for example, 52 FW (USAFE) and the four-letter code of the HARM office which serves that organization (obtain from the unit HARM/SARM Office). This will be the HARM office that processes and files the original forms.
5	The base of the unit of aircraft assignment.
AFTO FORM 781 ENTRIES (CERTIFIED BY THE PILOT IN COMMAND)	
1	Date. Use numerical digits for year, month, and day. The date must be the Greenwich Mean Time (GMT) date. Example- 20050325
6	Mission number assigned for this leg of the mission (MAJCOM option).
7	Authorized mission symbol for each flight. Aircrew may enter all flights on the same GMT date on a single AFTO Form 781.
8	International Civil Aviation Organization (ICAO) code for the base or airport where the aircraft takes off. If a flight is continued from a previous entry, enter "INFL."
9	Base ICAO code for the base or airport where the aircraft lands. If a flight is terminated without landing for a change in mission symbol, enter "INFL."
10	24-hour GMT clock time. The takeoff time is when the aircraft begins to move forward on takeoff roll.

ITEM	ENTER
11	24-hour GMT clock time. The landing is when the aircraft is on the ground after being airborne and any of the following conditions occur: (a) The engines are stopped and shutdown occurs at or before five minutes after touchdown. (b) The aircraft has been on the ground for five minutes after touchdown; however, a series of practice landings is considered one flight. (c) A change is made in the crew where a crewmember enplanes or deplanes. NOTE: When a flight starts before 2400 GMT and ends after GMT midnight (2400Z), record and report the flight on the date of takeoff. A separate AFTO Form 781 is not necessary.
12	Subtract takeoff time from landing time, convert to hours and tenths, and enter the result. The conversion table for minutes to tenths of an hour is on the reverse of the form.
13	Number of touch-and-go, full stop, and total landings.
14	Number of sorties accomplished. A sortie covers a flight from first take off to landing as described in block 11; however, if any flight entry is split (INFL), the sortie will be recorded on the flight that lists final landing.
15	Specified by MAJCOM.
16	Unit designated to perform this mission (MAJCOM option).
TOTALS	Total flight time, landings, and sorties at the end of the mission or day.
17	Four-digit unit number to which the crewmember is assigned/attached for flying. Use leading zeros when the unit number has fewer than four digits.
18	SSN of the crewmember. An error in this entry will result in time being lost or credited to another crewmember.
19	Crewmember's last name (printed).
20	Flight Authorization (FA) Duty Code assigned on the FA to the crewmember for this mission. This code cannot be higher than the individual's current qualification, but will indicate duties that the individual crewmember is scheduled to perform on the mission. For example, if the individual is an IP, but is scheduled to perform MP duties on a mission, the individual will be listed as an MP on the Flight Authorization. Refer to Table A2.3 for a complete list of duty codes. NOTE: The only time the FA code will not match the scheduled duties on the FA is for extenuating circumstances. The AC must document the reason in the remarks of the AFTO Form 781. For example, a pilot was scheduled to perform IP duties in conjunction with upgrade training for a second pilot; however, the upgrading individual was DNIF and did not fly, so the pilot only performed primary duties. MP is logged with primary time and the AC documents the reason in the remarks section. When using the FA more than one day, log FA Duty Code actually performed and annotate in remarks if different from the FA.
21-26	Times in hours and tenths for each category as defined in Chapter 3 of this instruction. The total time in item 26 cannot exceed the grand total in item 12 column and total of items 21 through 25 cannot exceed item 26.
27	Total number of sorties for this crewmember. Entry is normally the grand total (see item 14, above).

ITEM	ENTER
28-30	Hours and tenths of time performed in night, instrument, or simulated conditions, as defined in Chapter 3 of this instruction.
31	Hours and tenths of time performed while wearing night vision goggles.
32	Air Reserve Component Flight Duty Status Code for the crewmember, if applicable. If used: 1=Active Duty, 2=Unit Training Assembly (Inactive Duty), 3=Flying Training Period (Inactive Period), 4=Civilian Technician, and 33=Inactive Duty.
33	Log Combat Time in hours/tenths for each category as defined in Chapter 3 of this instruction.
34	Number of Combat Sorties flown that meet requirements as defined in this instruction, Chapter 3 .
35	Log Combat Support Time in hours and tenths for each category as defined in Chapter 3 of this instruction.
36	Number of Combat Support Sorties flown that meet requirements as defined in Chapter 3 of this instruction.
37	Initials of maintenance personnel at the debriefing who reviewed the form.
38	Initials of the pilot in command who certifies form accuracy. For multiple sorties, the pilot in command initials for each sortie.
39	Initials of the unit operations officer or Aviation Resource Manager (ARM) who verifies the accuracy and legibility of the form prior to entry into ARMS.
40	Eight-digit date and initials of the ARM who processed and audited form.

A2.4.2. The data extract AFTO Form 781 is an exact copy of the original AFTO Form 781.

A2.4.3. Upon receipt of an extract, member's servicing HARM office personnel will lightly line through individual mission data lines of members not in the local ARMS database, leaving only the members they will enter in ARMS. The HARM office responsible for management of the original AFTO form 781 will have a line lightly drawn through members who were extracted (not from aircraft's home station).

Table A2.4. Standard Training Event Identifiers.

Identifier	Description
AA01	Qualification Evaluation
AA02	Qualification Evaluation, Simulator
AA11	Instrument Evaluation
AA12	Instrument Evaluation, Simulator
AA21	Combined Qualification and Instrument Evaluation
AA22	Combined Qualification and Instrument Evaluation, Simulator
CC01	On Scene Commander Training
FF00	Total Flight Surgeon Sorties
FF01	Total Day Flight Surgeon Sorties
FF02	Total Night Sorties, Flight Surgeon
FF11	Primary Aircraft Day Flight Surgeon Sortie
FF12	Primary Aircraft Night Flight Surgeon Sortie
FF21	Non-Primary Aircraft Day Flight Surgeon Sortie
FF22	Non-Primary Aircraft Night Flight Surgeon Sortie
LL01	Life Support Familiarization Training
LL02	Emergency Egress Training -Ejection Seat
LL03	Emergency Egress Training -Non Ejection Seat
LL04	Aircrew Chemical Defense Training (ACDT)
LL05	Egress Training with ACDE
LL06	Life Support Equipment Training
PP12	Centrifuge Training
SS01	Local Area Survival
SS02	Combat Survival Training (CST)
SS03	Conduct After Capture (CAC)
SS04	Non-combat Survival Training (NCST)
SS05	Water Survival Training (WST)
SS06	Emergency Procedures Training
SS07	Contingency SERE Indoctrination (CSI)
SS20	Combat Survival Training (CST), Wartime Level C (S-V80-A)
SS21	Combat Survival Training, Wartime Level B
SS22	Combat Survival Training, Wartime Level C Top Off
SS23	Combat Survival Training, USAFA Wartime Level B
SS24	Survival Training, Governmental Detention Level C (S-V83-A)

Identifier	Description
SS25	High Risk Survival Training, Govern. Detention Level C (S-V91-A)
SS26	Governmental Detention, Level B
SS27	Hostage Survival Training, Level C (S-V93-A)
SS28	Hostage Survival Training, Level B
SS29	Survival Training (S-V82-A)
SS30	Underwater Egress Training (S-V84-A)
SS31	Water Survival Training, Parachuting (S-V86-A)
SS32	Water Survival Training, Non-Parachuting (S-V90-A)
SS33	Arctic Survival Training (S-V87-A)
SS34	Medical SERE Training (B3AZYBLMD-000)
VV01	Initial Night Vision Goggle Training

NOTE: Duplicate double letters (AA through ZZ) identify Air Force specified training events. AF/XOOTF establishes and authorizes the use of Air Force duplicate double letter codes. Other letter and/or number combinations (such as AB) are authorized for events identified in other publications.

A2.6. AFTO Forms 781 Series. The AFTO Form 781 is used to record operational flight data. Other forms in the series, important to the pilot in command, give detailed information that concerns the status, servicing, and configurations of the aircraft, or list symbols required to properly complete other forms in the series. Although explained in detailed in TO 00-20-1, these forms are briefly reviewed to assist aircrew personnel.

A3.3.6.1.4. HARM offices are not authorized to amend an AO to correct an effective date. Since the intent of a published AO is that the AO is valid from the beginning (effective date), an incorrect AO effective date invalidates that AO from the beginning. HARM offices must revoke the AO and publish a new AO with the correct effective date and the required aviation service change.

NOTE: HARM offices are authorized to amend other HARM offices' AOs (provide copy to original office).

Table A3.2. Required Distribution of AOs.

RULE	Explanation
1	Establishes or terminates an aviation career for officers and CEAs (establishes or terminates an aviation service date). Use distribution code A.
2	Aircraft Assignment AOs. Use distribution code B
3	Applies to rated officers and CEAs and affects actions other than those in Rule 1 or 2. Use distribution code C.
4	Applies to non-rated officers and non-CEA personnel. Use distribution code D.
CODE#	# of Copies in Parenthesis NOTES 1,2,3 APPLY TO ALL.

A	<p>Individual (1)</p> <p>SARM of unit member is assigned/attached to for flying (1)</p> <p>HARM issuing the order (4) (3-Finance/FRF/original to record set)</p> <p>Equipment Management Office (EMO) (1)</p> <p>HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723</p> <p>(1--Active Duty only)</p> <p>HQ ARPC/DSFR, Denver CO 80280-4100 (1—Non-EAD Air Reserve Component only)</p>
B	<p>Individual (1)</p> <p>SARM of unit member is assigned/attached to for flying (1)</p> <p>HARM issuing the order (1)</p> <p>HQ USAF/XOOTF (1—General Officers only)</p>
C	<p>Individual (1)</p> <p>SARM of unit member is assigned/attached to for flying (1)</p> <p>HARM issuing the order (4) (See Note 6)</p> <p>EMO of unit to which member is assigned (1)</p> <p>AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts)</p> <p>HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723</p> <p>(1--Active Duty only)</p> <p>HQ ARPC/DSMD, Denver CO 80280-4400 (1-Non-EAD Air Reserve Component only)</p> <p>HQ USAF/XOOTF (1-General Officers only)</p> <p>MPF/DPM (2) (See Note 4)</p>
D	<p>Individual (1)</p> <p>SARM of unit member is assigned/attached to for flying (1)</p> <p>HARM issuing the order (4) (See Note 6)</p> <p>EMO of unit to which member is assigned (1)</p> <p>AFSLMO, 1040 AF Pentagon, Suite 4E212, Washington DC 20330-1040 (1-General Officers, Colonels and CMSgts)</p> <p>HQ AFPC/DPSAMI, 550 C. Street West Suite 21, Randolph AFB TX 78150-4723</p> <p>(1--Active Duty only) (Non-rated aircrew and parachutists see Note 5)</p> <p>HQ ARPC/DSMD, Denver CO 80280-4400 (1-ARC only) (see Note 5)</p> <p>MPF Classification and Training Office (3) (See Note 4)</p>

NOTES:

1. At least one of the distribution codes must be shown on the order. Additional coded distribution will be shown as "plus;" for example, "A plus D."
2. In all cases, each individual must receive one copy. For the remaining distribution, increase the number of copies if the order applies to more than one individual. For example, the HARM gets 20 copies if the order is for four individuals.
3. Enclose all orders imposing or revoking a suspension in a US Government Messenger Envelope or a sealed envelope, before placing it in distribution channels.
4. Forward orders disqualifying an individual from aviation service or removing one from parachute jump status.
5. Forward orders awarding the aircrew member badge and orders that medically or permanently disqualify for aviation service only.
6. AOs used as MPOs to start and stop pay are forwarded to finance within 5 work days of AO request date. HARMs should make every effort to process AO/MPOs on or before effective dates when the action affects pay/OFDA entitlements.

A5.1. Purpose. Unit commanders will use the AF Form 4327 and 4327a to authorize the use of USAF aircraft to perform a specific mission(s), and to authorize aircrew members required to perform in-flight duties. Use the AF Form 4327 to authorize flights of fighter and trainer aircraft for missions that originate and end at the same location. Use the AF Form 4327a to authorize all other aircraft missions and for fighters/trainers (if desired). These are critical documents used during mission review to validate duties performed/logged on the AFTO Form 781, and for reimbursement of temporary duty expenses.

A5.1.1. Additional members authorized to fly, who are not required to perform aircrew duties (except for noninterference flyers on AOs, and ACMs and MEGP when specifically authorized [see paragraph **A5.1.3**]) must be listed on a passenger manifest.

A5.1.2. The FA accounts for aircrew personnel required/authorized to perform in-flight aircrew duties and the passenger manifest lists all additional members approved to fly on the aircraft, but not performing specific aircrew duties on that mission. ACMs and MEGP may be listed on the FA, in the Remarks section; if not listed on the FA, these individuals will be placed on the passenger manifest. The FA and passenger manifest combined account for all personnel on the aircraft.

A5.2. Scope. These instructions apply to all flying unit commanders with operational control of USAF aircraft who direct the use of aircraft and aircrews in support of command operations, and AE and pararescue unit commanders who publish AE/PJ flight authorizations for aircrew members assigned to their unit that are required to perform aircrew duties on the mission.

Table A5.1. AF Form 4327 Entries.

Block	Enter
Home Station	List home station of aircraft. (Example - Langley AFB, VA)
Order No	FA number assigned sequentially by Fiscal Year. (Example - 04-0100)
Unit	Unit which aircraft are assigned or chopped.
Depart on or about	Scheduled departure date Use numerical digits for year, month, and day. (Example – 20040505)
Issue Date	Date FA is authenticated.
Signature	Signature of Authenticating Official. Must be designated (in writing) by the OG/CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
Line #	Aircraft line number from the daily flying schedule.
Name	Full name of each individual authorized to perform duties.
Rank	Abbreviated rank of each individual.
Crew Position	Enter individual's current aircraft qualification from AF Form/IMT 8
Duty Position	Enter duty position code for scheduled duties IAW Table A2.3.
Sec Clr	Security clearance.
MDS	Aircraft MDS. (Example - F015E)
Msn Sym	Mission Symbol IAW Table A2.2. of this instruction and additional MAJCOM guidance as necessary.
Call Sign	Enter Flight/Aircraft call sign.
Tail Nbr	Aircraft serial number. (Example - 91-0829)
Remarks Code	MAJCOM/Units approved remarks code as required.
ETD/ETA	Estimated Time of Departure/Arrival.
ATD/ATA	Actual Time of Departure/Arrival. Entered upon completion of mission.
Sortie Duration	Actual sortie duration may be entered upon completion of mission.
Signature of Pilot in Command	Signature of Pilot in Command.
Initials for Changes	Initials of authorized personnel for changes made after authentication.

NOTE: Only members on AOs, required to perform in-flight duties on a specific mission, are authorized to be on flight authorizations IAW paragraphs [1.6.2.1.](#) and [1.8.1.](#) of this instruction. ACM and MEGP may be listed in the Remarks section.

Table A5.2. AF Form 4327a Entries.

Item	Enter
1	Use numerical digits for year, month, and day of date FA is prepared. (Example – 20040506)
2	Mission number. Refer to MAJCOM supplement for specific criteria
3	List place of departure. For example, Minot AFB, ND
4	Enter final destination location. For example, Charleston AFB, SC. List enroute stops in the Remarks section and include explanations as necessary.
5	Mission Symbol IAW Table A2.2. of this instruction and additional MAJCOM guidance as necessary.
6	Scheduled departure date and time. (Example - 20040507 1930)
7	Scheduled return date and time. (Example - 20040508 0230)
8	Aircraft MDS (Example - C017A)
9	Aircraft serial number. (Example- 61-0381)
10	Enter Aircraft call sign.
11	Crew Information
	A. Full name of each individual authorized to perform duties
	B. Abbreviated rank of each individual
	C. SSAN: Full SSAN; last four, or may be empty (MAJCOMs define requirement)
	D. Security clearance
	E. Enter individual's current aircraft qualification from AF Form/IMT 8
	F. Enter duty position code for scheduled duties IAW Table A2.3.
	G. Remarks Code (as applicable). MAJCOMS and units may define codes
	H. Four-digit unit number to which the crewmember is assigned. Use leading zeros when the unit number has fewer than four digits.
	I. Enter each individual's crew number (if used).
	J. Initials of authorized personnel for changes made after authentication.
12	Units may enter remarks and remarks code legend as required. MAJCOMs may provide additional guidance. List ACMs and MEGP in the Remarks section.
13	Date FA is authenticated.
14	FA number assigned sequentially by Fiscal Year. (Example - 04-0101)
15	Distribution per MAJCOM/Unit guidance

Item	Enter
16	Go/No-Go verification will be completed by a qualified 1C0X2 or designated representative and reviewed by the aircraft commander (AC). AE/PJ flight authorizations do not require AC initial, when published by an AE/PJ unit. When additional crewmembers are added after the FA is authenticated, the aircraft commander will certify that Go/No-Go verification was completed.
17	As a minimum enter unit designation and complete address. MAJCOMs may provide additional requirements.
18	Complete signature element of authenticating official. Must be designated (in writing) by the OG/CC or equivalent. Once authenticated any changes must be initialed on the original FA by a designated official.
19	Fund cite information when FA will be used for reimbursement of temporary duty expenses.
20	Continuation of Item 11, complete as necessary.
21	Continuation of Item 12, complete as necessary.

NOTES:

1. Only members on AOs, required to perform in-flight duties on that mission are authorized to be on flight authorizations IAW paragraphs **1.6.2.1.** and **1.8.1.** of this instruction.
2. Since the AE/PJ flight authorization is not a standalone form, aircraft commanders must validate specific mission elements (blocks 1 thru 10) on AE/PJ flight authorizations match the aircraft's flight authorization for that specific mission.
3. As a minimum, AE/PJ flight authorizations must contain information in blocks 11-18.
4. Aircraft commanders must validate all aircrew members listed on the flight authorization(s), including AE/PJ aircrew members, are required to perform aircrew duties or are required to perform specific tasks (non-interference flyers on AOs) by initialing in Block 16.
5. AE/PJ flight authorizations must be filed with the aircraft flight authorization (mission paperwork) that they performed specific in-flight aircrew duties on.

Attachment 6**MISSION REQUIREMENT LETTER**

(Date)

MEMORANDUM FOR (Servicing HARM Office)

FROM: Flying Unit CC (Commander's Functional Address)

SUBJECT: Requirement to Perform Inflight Duties

1. The member(s) listed below are/were required to perform operational duties (Aeromedical Evacuation, Combat Search and Rescue, etc.) in support of patients/rescued personnel on (list aircraft type) missions. (For evaluators, observers, or AE/PJ/CRO/FSs [authorized to fly without patients/rescued airmen] not qualified in aircraft, list evaluator, observer, or AE/PJ/CRO/FS duties on [list aircraft type] missions.) The

verbal orders of the commander (or designated flight authorization official), (rank and name), on (date) are confirmed; circumstances prevented written orders in advance.

Lankow, Corey	Major	Flight Nurse
Sullard, Teresa A	MSgt	Medical Technician

2. All aircrew members are assigned to valid aircrew active flying positions, are required to perform in-flight duties IAW AFI 11-401, paragraph 3.3., and have completed required qualification requirements IAW AFI 11-202, Vol 2, for the aircraft listed above. (If an evaluator, observer, AE, PJ, CRO, or FS in the aircraft is not obtaining/maintaining aircraft qualification, but is authorized to fly on the aircraft, state that members are not obtaining and maintaining aircraft qualification. Members will log "X" or "O" IAW paragraphs 3.4.4., **NOTE**, and A2.3.).

3. Aircrew members will list duties required/performed on the back of the AFTO Form 781 in the remarks section.

4. This letter will be maintained permanently in the member's flight record folder.

(Commander or designated flight
authorization official signature block)

Attachment 9 (Added-ANG)**ORIENTATION FLIGHTS****A9.1. (Added-ANG) Purpose :**

A9.1.1. **(Added-ANG)** An orientation flight, as defined in DoD 4515.13-R, is a flight in a DoD owned aircraft performed within the unit's normal local flying area, starting and terminating at the point of origin. An orientation flight may be conducted to reward or motivate personnel, ensure a better understanding of a particular weapons system and its role in the ANG mission, or when a flight is determined to be in the best interest of the ANG.

A9.1.2. **(Added-ANG)** The Orientation Flight Program is a valuable tool to the ANG and the Air Force. Public Affairs offices must be closely involved with the program to ensure that appropriate publicity be given to the program and that only authorized personnel are nominated to participate. The intent of this orientation flight program is not to give routine or repetitive flights, except as described in Paragraph **A9.1.2.1. (Added)** Unit Commanders must closely monitor the program to ensure that a balance exists between unit training priorities and the orientation flight program. Units will develop, execute, and track their own orientation flight programs.

A9.1.2.1. **(Added-ANG)** Recurring familiarization flights in the unit's MDS on a non-interference, no cost basis may be performed by the following:

A9.1.2.1.1. **(Added-ANG)** Intelligence personnel as part of the Intelligence Flying Program (IFP)

A9.1.2.1.2. **(Added-ANG)** Enlisted Weapons Directors, non-rated Air Battle Managers and Life Support personnel.

A9.1.2.1.3. **(Added-ANG)** Current military personnel who have attended formal undergraduate aviator training but are awaiting weapon-system specific schools.

A9.1.2.1.4. **(Added-ANG)** No funds will be expended to ensure personnel are flown (i.e., sending someone TDY to another unit to get a flight). This is not a mandatory program and the wing commanders will decide if allowing their personnel to participate is in the best interest of their unit and what frequency and number of flights is authorized. This is not a replacement for incentive flights. These sorties will be flown as part of a normal training flight. Individuals must have a doctor's review IAW AFI 48-123 and physiological training IAW AFI 11-403, *Aerospace Physiological Training Program* if applicable. Commanders will designate, in writing to the HARM, those individuals in Paragraph **A9.1.2.1.1. (Added)** and **A9.1.2.1.2. (Added)** who will participate in recurring familiarization flights on a yearly (fiscal year) basis for the publication of non-interference aeronautical orders. Leather jackets will not be issued and aviation incentive pay in any form will not be allowed.

A9.1.3. **(Added-ANG)** Request for waivers must be directed to the appropriate ANG/XO office.

A9.2. (Added-ANG) Request Procedures :

A9.2.1. **(Added-ANG)** The approval process consists of determining the most appropriate type of orientation flight applicable, drafting a request, obtaining required endorsements, and forwarding the request to the coordinating office. The coordinating office will forward the package for review/approval and send it back to the requester.

A9.2.2. **(Added-ANG)** The request must include the following items:

A9.2.2.1. **(Added-ANG)** Type of orientation flight requested (i.e., familiarization, spouse, DV, incentive).

A9.2.2.2. **(Added-ANG)** Candidate's name, rank/civilian title, Social Security Number (SSN) and job position.

A9.2.2.3. **(Added-ANG)** Candidate's previous/current military flight rating and the date and type of aircraft last flown as a crewmember (if applicable).

A9.2.2.5. **(Added-ANG)** Proposed flight information to include date, type of aircraft, seat position the candidate will occupy, takeoff and landing airfields, and mission profile.

A9.2.2.6. **(Added-ANG)** A brief description of how the mission will benefit the ANG.

A9.2.2.7. **(Added-ANG)** Requester's name, and point of contact with defense switch network (DSN) and commercial phone and fax numbers.

A9.2.3. **(Added-ANG)** Approvals for spouse orientation flights, incentive flights and some familiarization flights are handled within the State. Obtain an endorsement from the State Public Affairs (PA) Office and then send the request to the Wing/Group Commander who will, after granting his own endorsement, coordinate approval from the State Adjutant General. **NOTE:** The Adjutant General may delegate the approval authority no lower than the Wing/Group Commander.

A9.2.4. **(Added-ANG)** Approvals for distinguished visitor and some familiarization flights require NGB approval or action. Obtain endorsements from the State public affairs office, the Wing/Group Commander, and the State Adjutant General then send the request to the NGB coordinating office listed in [Table A9.1. \(Added\)](#), for review and/or approval.

A9.2.4.1. **(Added-ANG)** All requests, specifically those requiring Director, Air National Guard (NGB/CF) approval, should be forwarded to the NGB a minimum of 10 workdays before the desired flight date.

A9.2.4.2. **(Added-ANG)** All requests that require Assistant Secretary of Defense, Secretary of the Air Force, or Chief of Staff of the Air Force approval should arrive at the NGB a minimum of 20 workdays prior to the desired flight date.

A9.2.4.3. **(Added-ANG)** All requests for flights involving waivers of policies stated within this instruction should arrive at the NGB a minimum of 20 workdays prior to the desired flight date.

A9.2.4.4. **(Added-ANG)** Late requests will most likely not be approved due to lack of processing time.

A9.3. (Added-ANG) General Policies. The following rules apply to all types of orientation flights.

A9.3.1. **(Added-ANG)** The Commander of each flying unit is responsible for establishing specific flight profiles for all types of orientation flights they fly in accordance with this instruction. The unit will plan and execute low risk flight profiles.

A9.3.2. **(Added-ANG)** Some orientation flight recipients will not be physically or psychologically prepared for the stress which can be encountered in flight, particularly if they are eligible for flight in fighter type aircraft. Flight profiles for these candidates should be less demanding, and depending on the candidate and the aircraft, far less demanding than normal mission training.

A9.3.3. **(Added-ANG)** Flight profiles for familiarization flights as opposed to the other three types of orientation flights may be more mission oriented and less restricted, and may include a full training mission profile, depending on the candidate.

A9.3.4. **(Added-ANG)** Flights will be scheduled so as not to interfere with programmed missions.

A9.3.5. **(Added-ANG)** The pilot in command must be experienced and MR/MC to perform the flight. The pilot in command will also be thoroughly familiar with orientation flight guidance to ensure that policy is strictly followed.

A9.3.6. **(Added-ANG)** Orientation flyers will fly as observers or passengers in passenger seating with standard restraint equipment. Orientation flyers will not occupy any seat from which the aircraft can be controlled, other than during the following situations:

A9.3.6.1. **(Added-ANG)** No exceptions will be made for spouse orientation flights. Commanders will ensure that this is a specific item in the flight brief.

A9.3.6.2. **(Added-ANG)** Orientation flyers who are approved for flights in fighters will fly in the rear seat.

A9.3.6.3. **(Added-ANG)** Military personnel, during non-critical phases of flight under ideal flight conditions, may move from passenger seating and briefly control the aircraft from the right seat in airlift, tanker, and rescue aircraft. At no time will an individual who is not fully qualified in the specific type aircraft being flown occupy any pilot's seat (with a set of controls) with passengers on board the aircraft. During non-critical phases of flight under ideal flight conditions military personnel may briefly control the aircraft from the rear seat of fighter type aircraft when the other seat is occupied by an IP.

A9.3.6.4. **(Added-ANG)** Rated military pilots may control the aircraft during non-critical phases of familiarization flights from the left seat in airlift, tanker, and rescue aircraft (rear seat in fighter aircraft) when there are no other passengers on board the aircraft and with an IP in the other seat. They may also control the aircraft from these same seats during critical phases of flight if the following requirements are met: An IP must occupy another seat from which the IP can fly the aircraft. The IP must first evaluate the orientation pilot's skills and ability to handle the aircraft. This must be done in a benign environment above 10,000 feet AGL for all aircraft except helicopters, which must be above 2,000 feet AGL. The familiarization flyer must have completed a current Bold Face/CAPS, and normal/emergency procedures training in simulator, if available, for the type aircraft to be flown.

A9.3.6.5. **(Added-ANG)** Rated General Officer pilots may control the aircraft during non-critical (must comply with Paragraph **A9.3.6.3. (Added)**) or, if the requirements listed in Paragraph **A9.3.6.4. (Added)**, are met, critical phases of flight from any seat including the aircraft commander seat or the front seat of fighters. An IP must always occupy another seat from which the IP can fly the aircraft.

A9.3.7. **(Added-ANG)** For orientation flights, critical phases of flight are; takeoff, instrument, departures, air-to-air refueling, close formation, over-the-top aerobatics, ACBT, actual air-to-air weapons delivery events, air-to-ground delivery events (actual or simulated), instrument approaches, low-altitude flying, and landing.

A9.3.8. **(Added-ANG)** All orientation flyers will receive appropriate life support, egress, and emergency procedures training prior to flight.

A9.3.9. **(Added-ANG)** Simulated emergencies, to include no-flap landings and unusual attitudes, are prohibited unless the orientation is for a rated military flyer.

A9.3.10. **(Added-ANG)** Orientation flights above 18,000 feet in fighter aircraft will require physiological training in accordance with AFI 11-403.

A9.4. (Added-ANG) Policies for Incentive and DV Orientation Flights in airlift, rescue, and tanker aircraft. Comply with all general policies plus procedures outlined in applicable 10 series instructions and published technical orders (PTOs) for non-crewmember flights.

A9.5. (Added-ANG) Policies for Incentive and DV Orientation Flights in fighter aircraft. Comply with all general policies plus:

A9.5.1. **(Added-ANG)** The flight will normally be a dedicated single ship mission. Target ships or formation flights are permissible when they serve the specific purpose of the orientation flight.

A9.5.2. **(Added-ANG)** With the exception of takeoff and landing, fly the mission above 1,000 feet AGL. ACBT and actual or simulated air-to-ground weapons delivery events are not authorized in fighter aircraft.

A9.5.3. **(Added-ANG)** Do not perform aerobatics unless requested by the passenger, and only then in a measured orientation context. Avoid abrupt, or unexpected maneuvers, excessive G-loading, and extended negative-G flight.

A9.5.4. **(Added-ANG)** Civilian and non-rated military personnel flying in orientation status, as a minimum, will have an interview with a flight surgeon prior to flight. This interview will include a review of the individual's medical history, and a discussion of the dynamics and potential stresses of flight in high performance aircraft. Air National Guard Surgeon General (ANG/SG) will coordinate on medical questionnaires.

A9.5.5. **(Added-ANG)** A cockpit familiarization will be accomplished.

A9.5.6. **(Added-ANG)** To reduce apprehension, the flight briefing will cover all aspects of the flight. The pilot should also give his/her passenger in-flight advisories to achieve the same objective.

A9.5.7. **(Added-ANG)** Download all weapons ordnance and mechanically safe all guns. Captive inert weapons and ordnance are authorized.

A9.5.8. **(Added-ANG)** Personnel will fly as "OP"/"XP" (if authorized by AFI 11-401).

A9.6. (Added-ANG) Policies for Familiarization Flights in any type aircraft. Comply with all general policies plus:

A9.6.1. **(Added-ANG)** Flights in fighter aircraft will comply with Paragraphs **A9.5. (Added)**, **A9.5.3. (Added)**, **A9.5.4. (Added)**, **A9.5.5. (Added)**, **A9.5.6. (Added)**, and **A9.5.8. (Added)**, in this instruction.

A9.6.2. **(Added-ANG)** Flights in airlift, tanker, and rescue aircraft will comply with Paragraphs **A9.4. (Added)**, **A9.5.5. (Added)**, and **A9.5.6. (Added)**, in this instruction.

Table A9.1. (Added-ANG) Orientation/Public Affairs Flights Coordination/Approval (Note 1)

L I N E	A	B	C	D
	Type of Flight	Authorized Participants	Coordinating Office	Approval Authority
1.	Distinguished Visitor (DV) Orientation Flight: (Endorsement required by State PA, Wing Commander (CC), and TAG)	Members of the Congress or their staffs (Note 2.)	National Guard Bureau Legislative Liaison (NGB-LL) State PA thru National Guard Bureau Public Affairs (NGB-PA)	SECAF via Secretary of the Air Force Legislative Liaison (SAF/LL)
2.		Federal and equivalent foreign government officials (Note 6)		NGB/CF (Note 2.)
		State, County, Local, Civic Officials		Wing Commander
3.		US ambassadors and their senior deputies, within overseas theaters, when invited by the theater or component commander. (Note 5.)		Overseas MAJCOM/CC (Notes 3., 4.)
4.	Familiarization Orientation Flight	Foreign nationals working for the DoD, when in the commander's overseas area of responsibility, and when the commander has determined that the flight is in the primary interest of the DoD (Reference, DoD 4515-13-R, Chapter 10.) (Note 5.)		
5.		Foreign civilians (Notes 5, 12)		HQ USAF/CV (Note 18)
6.		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) (Note 5)		NGB/CF (Notes 3., 4., 5.)
7.		Foreign military (Brigadier General [equivalent] and above or civilian equivalents) for requests that do not fall within normal MAJCOM channels (i.e., FOA requests) (Note 5)		HQ USAF/XOO

L I N E	A	B	C	D
	Type of Flight	Authorized Participants	Coordinating Office	Approval Authority
8.		Foreign military (Colonel [equivalent] and below or civilian equivalents) (Note 5)		NGB/CF
9.		Foreign military during participation in exercises sponsored or directed by CJCS, unified commanders, and USAF component commanders of unified commands, which include combined operations of US and foreign forces (Reference, DoD 4515.13-R, Chapter 2.) (Note 5.1., 6.) (Note 1 N/A)		NGB/CF (Note 3.)
10.		Foreign military personnel who receive flight training at AF training installations are given flying privileges that correspond to their course of training (Reference, DoD 4515.13-R, Chapter 2, and AFI 11-401, Chapter 1.) (Note 5.1.) (Note 1 N/A)		Applicable Training Unit Commander
11.		Foreign military not listed above. (Ref. AFI 11-401, Chapter 1.) (Note 5)		HQ USAF/XOO
12.		US Citizens, when in direct support of the approving command (Reference, DoD 4515.13-R, Chapter 10). (Note 7.)	ANG/XO	NGB/CF (Notes 3., 4.)

L I N E	A	B	C	D
	Type of Flight	Authorized Participants	Coordinating Office	Approval Authority
13.		Active Duty, ARC military (all grades), DoD civilian equivalents (all grades) (Note 19.) Other US Military Aviators (May participate in full tactical missions providing appropriate MDS safety and egress is accomplished within 72 hours to flight) Undergraduate Flying Training (UFT)/Undergraduate Navigator Training (UNT)/ Undergraduate Pilot Training (UPT) and Combat Controller Training (CCT) selectee(s) (military personnel)	Squadron/CC	Wing/Air CC (Notes 3., 14.)
14.		Service Academy and Reserve Officer Training Corps (ROTC) cadets and midshipmen (Notes 8., 10., 17., 18.)		
15.		Junior ROTC, Civil Air Patrol, Explorer Scouts (Note 18.)		
16.		FAA employees (comply with DoD 4515.13-R, Chapter 4.)		
17.		Civilian employees of DoD contractors (Note 9.)		
18.	Incentive orientation flight	USAF active duty and ARC military members (Note 19.)		
19.	Spouse orientation flight	Spouses of US active duty and ARC members		
20.	Orientation flights in non-USAF aircraft	USAF active duty and ARC members (Note 1 N/A)		

L I N E	A	B	C	D
	Type of Flight	Authorized Participants	Coordinating Office	Approval Authority
21.	Point-to-point flights	Applies to Public Affairs travel only. Point-to-point orientation flights are not authorized (Ref, DoD 4515.13-R, Chapters 3, 4)		NGB/CF (Notes 3., 5.); SECAF for Line 1
22.	Public Affairs flights	Community relations: US Civic leaders (Note 12.); Youth in Congressionally-sanctioned DoD-approved Youth Programs (Notes 13., 14.); US citizens who, because of position and contacts with various public organizations, can make a positive contribution to public understanding of the roles and missions of the Air Force and ANG (Note 13., 15.)	State PA thru NGB-PA and Secretary of the Air Force Public Affairs (SAF/PA) (Note 13.)	Local flight (Note 10.) Wing/ Air Commander
23.	Public Affairs flights			Non-local flight (Note 3, 4)
24.	Media travel/ orientation flight	News Media		See AFI 35-101
25.	Exceptions to policy/All other orientation flights	Not Listed Above	ANG/XO	Headquarters United States Air Force Vice Commander (HQ USAF/CV) (Note 16.)

NOTES:

1. "Orientation flights" are defined as continuous flights performed within the local flying area and terminating at the point of origin (DoD 4515.13-R, Chapter 4). "Note 1., N/A," means the category of flight is not considered an orientation flight; however, it is included in the table as a consolidated reference source.
2. Requests for point-to-point travel must be specifically addressed and approved by SECAF. Retiring members of Congress and retiring congressional staff members may be flown on orientation flights only upon the written approval of the Assistant Secretary of Defense for Leg-

islative Affairs (ASD/[LA]). (Reference. Deputy Secretary of Defense (DSD) Memorandum, 23 December 1996.)

3. When aircraft are “chopped” or assigned to a gaining Combatant Commander, approval authority will be the COMAFFOR or Theater SOC commander. Units deploying to an out-of-CONUS area desiring to offer orientation flights to foreign nationals will obtain NGB/CF approval prior to departing CONUS. The request will then be forwarded to the appropriate overseas commander for subsequent approval.
4. Inform NGB/CF, ANG/XO, Air National Guard Chief of Operations Division (ANG/XOO) if approved.
5. Flights involving foreign nationals must be reviewed for foreign disclosure requirements and political concerns. **NOTE:** Foreign military “civilian equivalents” are comparable to DoD “civilian equivalents.”
6. Ensure foreign disclosure requirements and base visit requests are satisfied according to AFI 16-201.
7. This authorization does not include transportation to or from the exercise area or supporting flights utilized for logistics purposes only.
8. Does not include spouses of government personnel, non-DoD Federal officials, or members of Congress and their staffs.
9. For foreign students enrolled in USAF Academy or ROTC programs, ensure foreign disclosure requirements (AFI 16-201) concerning visit authorizations and disclosure of USAF information are satisfied.
10. This is not intended to allow all Government contractor employees to fly. The contractors must be performing work in direct support of the approving command (aircrew training system and aircraft maintenance contractors are the most frequent participants). Normally, the requirement for familiarization flights should be specified in the government contract.
11. For public affairs flight purposes, a local flight is a continuous flight originating and ending at the same location aboard aircraft assigned to that location. For aircraft permanently assigned to one location, but temporarily deployed to another location, the commander with operational control of the aircraft at the deployed location may approve local orientation flights at the deployed location, IAW the provisions of this supplement, AFI 11-401 and this table.
12. For public affairs flight purposes, a non-local flight is a flight from one location to another (point-to-point flight).
13. Foreign citizens are not included in DoD 4515.13-R as passengers eligible for orientation flights. “Civic leaders” applies to US civic leaders. Line 24 AF/CV approval is required. (AFI 11-401, **Table 1.1.**, Note 6., applies to flights involving foreign nationals and must be reviewed for compliance.)
14. For youth in Congressionally sanctioned, DoD-approved Youth Programs, program participants may take part in no more than one orientation flight (Reference DoD 4515.13-R, Chapter 4). Parental and/or guardian permission is required and the flight must be approved by SAF/PA.

15. Passengers on orientation flights under 18 years of age require parental/guardian approval in writing.
16. Travel, which is designed to improve relations, increase good will, or serve humanitarian purposes, does not meet the criteria.
17. Requests for exception to policy must be submitted through command channels according to DoD 4515.13-R, Chapter 10, and AFI 24-101. Exception to policy authority is AF/CV.
18. Cadets and midshipmen are authorized orientation flights while on leave status.
19. HARM will publish aeronautical orders prescribed by AFI 11-401, Paragraph [1.10.1.8](#).
20. Aircrew members in suspended (ASC 04) or DNIF status are not authorized familiarization/orientation or incentive flights without an approved waiver from Headquarters United States Air Force Operations and Training Division (HQ USAF/XOOT).

Attachment 10 (Added-ANG)**REQUEST FOR AIRCRAFT ORIENTATION FLIGHTS****Figure A10.1. (Added-ANG) Sample Letter.**

MEMORANDUM FOR ANG/XO

FROM: (Requesting Unit)

SUBJECT: Orientation Flight

1. Request orientation flight approval for the individual listed below. The following information is provided IAW AFI 11-401/ANG Sup 1, *Aviation Management*.

(Individual's name, rank/civilian title, SSN, age, and occupation)

(Proposed flight information: Date, type of aircraft, mission profile)

2. (Justification for request)

3. IAW AFI 48-123, *Medical Examinations and Standards*, Paragraph A8.11., attached is a medical clearance completed by the individual's medical provider or unit flight surgeon when appropriate.

4. The individual will receive life support and egress training within 72 hours prior to flight.

5. Point of contact at (supporting unit) is _____,

DSN _____, DSN FAX _____.

NOTE. Please send request and medical clearance to the appropriate coordinating office as indicated in AFI 11-401/ANG Sup 1, **Table A9.1. (Added)**

Requestor's Signature Block

Attachment:

Medical Clearance

1st Ind, Wing/CC

2nd Ind, State TAG/PA (When Required)